



# VACANCIES

**Issue Date:**

***Friday 08<sup>th</sup> May 2026***

**Area:**

**Central London Jobs**

**For Application information Email:** **sibert@pdt.org.uk**

**Telephone:** **020 72668255**

**\*\*For further information or to get an electronic copy of these opportunities please send request by email to the address above \*\***



**#npop**

# Male Clean Team Member (Weekends)

Location: Paddington  
Contract: Permanent contract | Part time  
Salary: £27,768 pro rata  
Hours: Part time 16 hours per week

As the UK's leading Healthcare Charity, we're always striving to create the highest standards of customer service. Maintaining cleanliness in our Fitness & Wellbeing Clubs is a big part of this. That's why, if you're helping us to create a clean, safe and pleasant environment for customers, we'll really value what you do.

As part of the Team at our gym, we'll expect you to organise your work and plan your time with assistance from a Team Leader to ensure that cleaning never gets in the way of a customer's experience. You will use the latest cleaning equipment, products and this will be supported by a first-class training programme. You have a friendly nature and good communication skills, which will come in handy when you're interacting with colleagues and customers.

## As a Clean Team Member, you will:

- Clean and prepare a range of areas at our club
- Care about our customers
- Take pride in your work
- Experience in a similar role, you will be well organised and will ensure that cleaning processes are followed and that the location is clean, pleasant and safe for customers.
- Use equipment safely (such as scrubber dryers, rotary machines & carpet cleaners)
- Be responsible for a variety of tasks, from gym, changing room, shower & poolside cleaning, waste removal & periodic deep cleaning

## Helping you feel good.

We want you to love coming to work, feeling healthy, happy and valued. That's why we've developed a benefits package with you in mind. Here, you can choose from a range of fitness, lifestyle, health and fitness wellbeing rewards, such as free gym membership, health assessments, retail discounts and pension options. At Nuffield Health, we take care of what's important to you.

**Join Nuffield Health and create the future you want, today.**

If you like what you see, why not start your application now? We consider applications as we receive them and reserve the right to close adverts early (for example, where we have received an unprecedented high volume of applications). So, it's a good idea to apply right away to ensure you're considered for this role.

# Personal Assistant

Company	ITV
Division	Corporate Teams
Contract	Fixed Term Full Time
Salary	£35,000 - £40,000
Workplace	White City Expectation is 1-2 days in the office
Closing	14 <sup>th</sup> May 2026

## The role:

The Personal Assistant will be responsible for delivering full administrative and PA support to four directors within the technology function.

## Key responsibilities:

### Administrative and Correspondence Management

- Manage and handle a wide variety of internal and external correspondence and enquiries across mail, email, and telephone.
- Efficiently manage and screen incoming and outgoing telephone calls, ensuring messages are taken accurately and all communication is handled in a professional and diplomatic manner.
- Maintain a highly proficient, tidy, and organised filing system.
- Handle general document management tasks including photocopying, scanning, and faxing.

### Diary, Travel, and Meeting Support

- Manage and maintain busy schedules, ensuring optimal use of time and skilfully balancing constantly changing diary commitments.
- Arrange and book all necessary travel logistics.
- Coordinate meeting rooms, set up conference calls, facilitate Google hangouts, and organise refreshments and presentation materials as required.

### Financial and Departmental Support

- Process and submit expenses in a timely manner.
- Arrange purchase orders and meticulously track invoices and payments.
- Maintain the departmental holiday chart.
- Undertake a range of administrative and supportive tasks specific to the department.

### Professionalism and Problem Solving

- Build and maintain reliable and trusting working relationships within the team, across internal departments, and with external clients.
- Take appropriate action on day-to-day issues, demonstrating strong problem-solving abilities.
- Maintain absolute confidentiality regarding all sensitive matters and discussions.

## Minimum role criteria:

- Senior-level Personal Assistant (PA) experience.
- Proficiency in managing complex diaries.
- Excellent knowledge of Google Workspace with efficient typing skills.

**The Key role criteria is as follows:**

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- Demonstrably strong communication skills, with the confidence and tact to liaise with a wide cross-section of senior level and external contacts, building good interpersonal relationships across the Client group
- Ability to successfully manage expectations in a fast paced environment
- Ability to maintain a clear perspective of the departmental priorities, to focus on relevant tasks and timeframes
- The ability to adapt and be flexible in accommodating short-term changing needs
- The ability to work independently using own initiative as well as forming part of a close-knit, established team
- Effective and proven organisational skills
- Assertive and confident with the ability to remain calm under pressure
- A track record of consistent performance and an excellent eye for detail

There may be a need to work late or extended hours according to business needs

# Desktop Support Analyst

Company	ITV
Division	Tec, Data & Product
Contract	Permanent Full Time
Salary	£35,000 - £40,000
Workplace	White City W12 7RU Expectation 5 days in the office
Closing	14 <sup>th</sup> May 2026

## The role

The Techzone core analyst works in the ITV hub offices across the UK. They provide a face-to-face technical troubleshooting and fix service as a drop-in facility for colleagues on site. This role is to provide first and second line support directly to colleagues in a professional and friendly manner; the key aim being to provide a fix to the issue at initial contact and failing that, take ownership of the issue and work with the relevant support channels whilst maintaining regular communications with the colleague until resolved.

The TechZone team will also regularly support colleagues who are not on their site, providing the same levels of support remotely.

The successful applicant will be required to respond to complex problems by proactively investigating root cause, whilst if necessary, delivering workaround for business continuity and ultimately a permanent resolution. The main responsibilities are:

- Take ownership of the issue and provide regular communication of the progress of investigations and planned solutions to customers, whilst managing their level of expectation.
- Drive to maximise issue resolution at first point of contact in the “techzone”.
- The role holder would be expected to develop a comprehensive knowledge of the ITVs technology standards and procedures.
- Working closely with the on-shore and off-shore infrastructure/service desk teams to provide second line technical support, ensuring assigned calls are responded to, diagnosed and resolved swiftly and effectively in line with operational and service level agreements. Ensure outstanding calls are regularly updated to reflect their status.
- On-site interface for key third parties support teams for incident resolution.
- Work collaboratively with other on site technical support teams
- Investigate cause and take responsibility to provide analysis of reported recurring or persistent problems.
- Create standard documentation on problem resolution, fixes and updating the technical knowledge base, liaising with the service desk and other teams as required.
- Identify appropriate solutions to resolve service incidents and requests.
- Assist remote support teams with incident resolution for any onsite devices.
- Update online familiarisation, FAQ’ and “how to” guides and training material.
- Keep abreast of trends in technology and its application to understand current best practice, possible alternative solutions and to support technical evaluations.
- Support maintenance, updates and enhancements to work instructions.
- • Remotely support “priority” incidents at other ITV offices as part of an enhanced priority support channel.
- • Take ownership of incidents and see them through to completion with assistance from other members of the team

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- • Troubleshoot, support and provide information to assist in incident resolution.
- • Able to translate technical implementations into business-friendly explanations and to demo functionality.
- • Encourage and foster feedback from stakeholders and peers.
- • Contribute towards documentation and process creation.
- • Create material to allow end-users to self-serve.
- • Develop skills in automation to support the broader WPT team.
- • Work with the Operations Manager to document current issues and contribute towards resolution or process creation.
- • Identify areas for personal development which will contribute towards the overall success of the team.
- • Learn a department appropriate scripting language.
- • Develop understanding of the Agile way of working.
- • Assist the Business Analysts with requirements gathering.
- • Perform data analysis using Looker Studio and Google Sheets.

**Skills you'll need (minimum criteria)**

- In-depth, hands on 'problem solving' expertise of a wide variety of user hardware especially Apple Devices and some Windows PCs including desktops, laptops, iPhones, iPads, Multi-Function Printers (MFP) and other peripheral devices.
- A good understanding of structured cabling or Wi-Fi connectivity e.g. Cisco routers, switches, Wireless Access Points (WAP) and managed cabling.
- In-depth, hands on 'problem solving' expertise in a corporate platform and application delivery. e.g. Citrix client, Google Workspace applications and MS Office suite.
- Certified Diagnostic Engineer status with a primary manufacturer e.g. Apple, HP, Dell, etc.
- Experience using ITSM toolsets like ServiceNow would be advantageous.
- Experience of IT operations support in a media, broadcast and/or TV production environment advantageous.
- Experience of working with on-shore and off-shore infrastructure/service desk teams for problems that affect the desktop, server or network operating systems within SLA.

**Other things we're looking for (key criteria)**

- Passionate about technology
- Understanding of the importance of cybersecurity
- Proactive, self-motivated
- Good technical, troubleshooting and analytical skills
- User experience focused
- Demonstrable ability to effectively prioritise and execute tasks in a high-pressure environment is crucial.
- Knowledge of ITIL
- Excellent organisational skills
- Excellent written and verbal skills
- Media industry experience preferred but not essential
- Collaborative worker, able to function as part of a team, as well as work on tasks independently.

# Front of House Team Member

Location: Barbican  
Contract: Permanent  
Hours: Part time 16 hours per week  
Salary: £27,768 pro rata

As a Front of House Team Member at our gym, you'll bring great communication skills, both face-to-face and over the phone. You're flexible, motivated and you show plenty of initiative. You also have basic computer skills, including Word and Excel.

## As a Member of the Front of House Team, you will:

- Provide exceptional and efficient customer service to everyone who visits our club
- Support the smooth running of our reception, including demonstrating attention to detail and initiative
- Help us create a friendly, relaxing and professional environment
- Give a warm welcome, answering queries in a caring and helpful way, making sure everyone feels valued
- Be able to swim to a high standard and be willing to undergo training at site, due to covering Lifeguard breaks

## Helping you feel good.

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**Join Nuffield Health and create the future you want, today.**

If you like what you see, why not start your application now? We consider applications as we receive them and reserve the right to close adverts early (for example, where we have received an unprecedented high volume of applications). So, it's a good idea to apply right away to ensure you're considered for this role.

# Cleaner Evenings

Salary: £13.85 per hour  
Hours: 10 Hours Per Week  
Working Days: Monday - Friday 1700 - 1900pm

## About The Role:

Are you passionate about maintaining cleanliness and ensuring a hygienic environment? We are looking for dedicated and detail-oriented cleaners to join our team. As a cleaner, you will play a crucial role in keeping our facilities spotless and welcoming for everyone.

## As part of your role, your key responsibilities will include, but are not limited to:

- Perform general cleaning duties including sweeping, vacuuming, mopping, and surface sanitisation.
- Maintain cleanliness in communal areas, restrooms, kitchens, and circulation spaces.
- Ensure all areas are kept tidy, free from litter, and safe for use at all times.
- Respond promptly to spillages or hygiene concerns to maintain a safe environment.
- Use cleaning products and equipment in line with COSHH and health & safety guidelines.

## The ideal candidate should meet the following criteria:

- Right to Work in the UK and willingness to undergo an enhanced DBS check.
- Previous cleaning experience is desirable, but full training will be provided.
- Basic understanding of COSHH and safe working practices (preferred).
- A strong sense of responsibility, reliability, and attention to detail.
- Ability to work independently and maintain professionalism in sensitive or busy environments.

*We are an equal opportunities employer and rely on a diverse workforce with a broad range of knowledge, skills, and backgrounds to deliver our goals. We offer an inclusive and welcoming environment and actively encourage applications from all individuals regardless of race, gender, nationality, religion, sexual orientation, disability, or age.*

# Handyperson

Hours: 40

Working Days: Monday, Tuesday, Wednesday, Thursday, Friday

Location: SW1A 2AS

## About The Role:

**As part of your role, your key responsibilities will include, but are not limited to:**

- Ensure all delegated Reactive Works orders and PPMs are completed within the contract-defined time SLAs & KPIs.
- To provide a significant contribution to overall efficiency, effectiveness and contract profitability and must, therefore, play its part in the overall delivery of service.
- To support the site supervisor with the implementation of an integrated approach for the delivery of all contracted services ensuring that all works are delivered safely, on time, within budget and to the required quality standards.

## What are we looking for?

- Applicant must have the right to work in the UK
- Time-served engineer with a General Maintenance background.
- Experienced skills in Carpentry, Painting Decorating, Door Hanging, Carpet/Lino repairs, Tiling, ceiling grids/tiles minor plumbing works
- L8 ACOP.
- Legionella Awareness.
- Sound knowledge of understanding and developing safety documentation.
- First Aid.
- Grounds would quire to e completed every 2 - 3 weeks, cleaning to cover absence and holidays or when client request a special clean, handy person as requested by client to resolve any issues on site that arise.

# Room Attendant

**Location:** Hilton Park Lane  
**Salary/Benefits:** £14.20 per hour + company benefits  
**Contract type:** Permanent  
**Hours:** Up to 37.5 hours a week, Monday to Sunday (24/7 Operation)  
**Shift pattern:** Monday to Sunday various shifts  
**Closing date:** 15/05/2026

We're hiring a Housekeeping Associates to join our amazing team here at Omni Facilities Management

We are currently looking for enthusiastic and self-motivated candidates for the position of **Housekeeping Associate** who will be responsible for cleaning the hotel bedrooms, bathrooms and public areas, ensuring that sufficient linen is available for daily operations and might also be required to complete additional cleaning tasks in the Back of House.

## Shift Pattern:

## Desired profile:

- Experienced in the Housekeeping Department in a hotel
- Willingness to work
- Ability to work under pressure with strong organizational skills
- Confident, professional, and welcoming personality

## Duties include:

## Room Attendant:

- Clean hotel rooms to required standards and by required deadlines
- Complete regular cleaning routines (task of the day) as per training
- Change bed linen and towels and make beds
- High and low dusting and polishing furniture
- Clean bathrooms, including vanity, sink, bath/shower, tiles / glass, and walls
- Vacuum and mop floors
- Replace stock of guest supplies, such as shampoo, soap, and brochures e
- Re-stock drinks in the mini bar
- Re-stock and clean equipment used

## Benefits from working with the company:

- Two weekly payments
- Up to 28 days paid holiday per year
- Permanent contract of employment
- Career progression on to our Management Programs & Flexible Learning Courses
- Company Benefits including retail discounts on food, shopping, clothes, holidays. eating out and up to 55% on cinema tickets
- Opportunity to work with great teams for an industry leader!

# Customer Team Member

**Location:** Marylebone, Westminster, NW1 5RT

**Hours:** 24 hours per week + regular overtime, permanent contract, part time

**Salary:** £18.64 per hour including London allowance and night shift premium

**Working pattern:** Night shift to cover the hours between 11pm and 6am, Tuesday, Friday and Saturday.

**Closing date:** 12-05-2026

*Full, paid training provided*

*You can apply for this role (no CV needed!)*

You must be aged 18 or over to apply for this role as it may involve either, working before 6am or after 10pm, or some other business-related needs.

We're looking for Customer Team Members to join our team

When you join Co-op, you'll get amazing benefits including 31 days holiday, a pension with up to 10% Co-op contribution, access to virtual healthcare services for you and your family, and a 30% discount on all Co-op products in our stores.

As a Customer Team Member, you'll be part of a friendly team that's dedicated to helping our customers. We'll look to you to provide them with great service on the tills and the shop floor, while also performing a wide range of other tasks around the store like re-stocking shelves and cleaning up spillages.

## What you'll do

- Friendly and thoughtful service – you'll put customers first in everything you do: responding to queries, championing Co-op products and Membership, and doing all you can to deliver a great shopping experience
- Work together to make everyone's day better – supporting your store colleagues to solve problems for customers and members
- Make sure the store safe and legal – keep the shelves stocked and make sure prices, dates, and temperatures are all as they should be
- Help introduce new products and services – make changes feel natural, sharing experiences with your colleagues so everyone learns together
- Support your local community – get involved in all kinds of activities and events!

## This job would suit people who have

- A genuine care for the needs of customers and members
- Great people skills, with the ability to build positive relationships with customers and colleagues
- A positive approach to change and problem solving
- The flexibility to work a range of different shifts

## Customer Assistant - Instore Bakery - Simply Food

Location: Chiswick  
Contract: Permanent  
Position: Part Time  
Salary: £14.74 p/h  
Closing date: 15th May 2026

### Work Pattern

Wednesday 15:00 - 23:00

Thursday 15:00 - 23:00

Friday 15:00 - 23:00

Saturday 15:00 - 23:00

"Under 18 disclaimers"

This job role involves working late nights and this means we can't consider applications from anyone under the age of 18. This is to comply with the relevant health and safety legislation and to keep our colleagues safe in the workplace. "

Please note that the + £3.00 p/h unsocial premium is only added on any hours worked between 22:00-06:00.

Join our team at M&S as a Customer Assistant in our Bakery section, working at the sharp end of fresh produce, under pressure and with precision. We're seeking passionate individuals with a love for food that strive for perfection every day. You'll be a hands-on, sleeves-up brand ambassador bringing energy and attention to detail to every shift – delivering hot bread, fresh perspectives, and fast, five-star service to our customers.

At M&S, our customers don't wait. You'll rise early, move quickly and put in the hard graft to maintain the highest standards in food quality and safety.

You'll confidently manage demand, keeping our shelves full and our customers impressed.

Efficiency and effectiveness are key aspects of your role. You'll balance speed with safety, making sure our bakery delivers freshness and availability even during peak hours.

Being a team player is crucial. In this role, that means working closely with others while maintaining fast, high-quality output.

Flexibility is vital. You'll adapt to the rhythm of the store, working across different roles as needed and embracing each shift with determination.

This is a tough, fast-paced role – but one where you'll see the impact of your work, every single day. Are you ready for it? Take Your Marks and apply today.

# Customer Assistant - Waterside SF - Food

Location: Waterside Simply Foods  
Contract: Permanent  
Position: Part Time  
Salary: £14.74 p/h + £3.00 p/h unsocial premium  
Closing date: 30th May 2026

## Working Pattern

Tuesday: 12:00 – 15:30  
Wednesday: 12:00 – 15:30  
Thursday: 03:00 – 08:00  
Friday: 03:00 – 08:00  
Saturday: 03:00 – 07:45  
Under 18 disclaimer

This job role involves working late nights and this means we can't consider applications from anyone under the age of 18. This is to comply with the relevant health and safety legislation and to keep our colleagues safe in the workplace.

Please note that the + £3.00 p/h unsocial premium is only added on any hours worked between 22:00-06:00.

Join as a Customer Assistant in our Food section, where you'll become be at the frontline of the UK's fastest growing retailer. We're not just looking for someone to fill shelves – we need down-to-earth colleagues who thrive under pressure, deliver five-star service at pace, and embrace the transformation we're driving.

We're seeking passionate individuals who not only take pride in their knowledge of M&S Food products but are also ready to roll their sleeves up and go again, day in and day out, meeting strong customer demand head-on.

You'll be a resilient and committed brand ambassador who's ready to raise the bar by confidently recommending and selling our newest food products to our customers. Through remarkable service you'll make sure our customers feel truly valued every time they shop with us.

At M&S, our customers don't wait. You'll thrive in a high-pressure environment, staying sharp, fast, and focused when the store is at its busiest. You'll go above and beyond, to serve, sell, fill and help drive growth in sales.

Being digitally confident is essential. You'll utilise our digital tools, such as the Sparks and our in-store devices, to enhance the customer experience and ensure they get the products they want when they need them.

Being a team player is crucial. You'll contribute to a positive, high-energy environment, where everyone works hard and supports each other in delivering a seamless customer experience. Flexibility is also vital. You should be poised to work across various areas of the store, adapting to the changing demands of the retail environment. No two shifts will look the same – and you'll embrace the challenge.

This is a frontline role, not for the faint-hearted. But for those who are ready to roll up their sleeves, there's huge opportunity.

## Purpose



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To deliver a great shopping experience for our customers, we are looking for colleagues who put customers before tasks every time whilst championing and promoting our brilliant products. As the face of the business, you will be the voice of our customers helping us to continually improve.

### Key Accountabilities

- Serve our customers efficiently, both on the shop floor and at service points
- Keep the store clean and tidy, ensuring that our shelves are always stocked with product
- Monitor and deliver on the daily sales targets, priorities, promotions and selling opportunities
- Proactively engage with customers to understand their needs, make recommendations and deliver remarkable service throughout their visit to store.
- Build expert product knowledge to sell and recommend our products and services
- We'll give you the training to utilise all digital tools and communication channels to deliver for the customer every time

### Key Capabilities

- High levels of customer service
- Committed to delivering excellent work with great attention to detail
- Open to and acts upon feedback, asking for this regularly
- Takes accountability for planning and managing own workload efficiently
- Strong communication skills
- Adaptable to changing situations
- Builds positive relationships by being a good listener
- Good level of digital capability

# Caretaker Part Time

**Hours:** 06:00-12:00 on Mondays, Wednesdays and Fridays; 06:00-11:00 on Tuesdays and Thursdays (28 hours total)

**Location:** Kensington (SW5) (closest station is Earl's Court)

**Salary:** £13.85 per hour / £20,166 per annum

We are currently looking to recruit a part-time Caretaker for a refurbished residential development based in Kensington (SW5). This is a high-end building and presents an excellent opportunity for a candidate with Maintenance/Caretaker/Handyman experience looking to work in Residential.

## Main Responsibilities

- Maintain the estate's cleanliness by litter picking, sweeping, and using a garden vacuum for leaves and small debris.
- Empty exterior waste bins and ensure bin rooms are clean, tidy, and jet-washed regularly.
- Move bins to and from collection points in accordance with scheduled collection days.
- Vacuum staircases three times per week.
- Mop each landing floor and wash all skirting boards.
- Dust all painted timber work throughout the building.
- Polish and buff all wooden banisters (both sides), including high-level varnished timber up to 5'8".
- Clean glass panels, rails, and selected windows across the site.
- Wash and sanitise building exteriors to ensure a clean, welcoming environment.
- Carry out minor maintenance tasks, such as changing light bulbs.
- Support the team by conducting regular checks where necessary, such as fire alarm and emergency lighting inspections.
- Assist the Building Manager, wider team, and residents with any ad hoc requests.

## Areas of Responsibility / Accountability

- Ensure the development is consistently maintained to a professional and high-quality standard.
- Deliver a reliable and courteous service to all residents and visitors.
- Take ownership of assigned tasks, contributing to a clean, safe, and well-presented living environment.

## Desirable Skills and Certifications

- Experience maintaining high cleaning standards in residential or commercial developments.
- Familiarity with building health and safety procedures and ability to perform scheduled safety checks.
- Certifications for working at height are an advantage.
- Ability to carry out basic maintenance tasks such as replacing light bulbs.

Please apply with your CV today if this position is of interest to you.

Unfortunately, if you have not heard back from us within two weeks it is unlikely that you have been successful on this occasion.

# Part-Time Concierge – Residential Development

**Hours:** Thursday & Friday, 08:00-16:00  
**Salary:** £9500 - £10000 per annum  
**Contract:** Permanent  
**Location:** Kensington & Chelsea

We are seeking a reliable and proactive Part-Time Concierge/Porter to support the day-to-day running of a residential building, ensuring high standards of cleanliness, safety, and resident service.

## Key Responsibilities

- Be present and available within the building during working hours
- Monitor all areas of the building including entrances, common parts, and parking areas
- Carry out daily inspections of all communal areas (roof to basement)
- Ensure cleanliness and presentation of all common parts (lobbies, lifts, carpets, exterior entrances, windows, etc.)
- Collect and dispose of rubbish from communal areas daily
- Manage parcel handling and basic resident assistance when required
- Maintain security of doors, gates, lighting, and building systems
- Monitor contractors on site and ensure communal areas are kept clean and tidy
- Report maintenance issues, defects, and incidents to the Managing Agent
- Keep accurate daily logbooks of incidents, contractors, and building activity
- Assist with seasonal duties (e.g. gritting/salt during icy conditions)
- Monitor parking areas and report any misuse

## Compliance & Safety

- Conduct regular fire safety checks and follow emergency procedures
- Ensure lifts, alarms, lighting, and security systems are operational
- Report hazards, flooding, break-ins, or emergencies immediately
- Maintain awareness of resident safety and building security at all times

## General Requirements

- Professional, reliable, and calm under pressure
- Strong attention to detail and observational skills
- Good communication and customer service approach
- Smart appearance and adherence to uniform standards
- Able to act with common sense, discretion, and responsibility

## Benefits

- Competitive salary
- Statutory pension scheme
- Standard holiday allowance
- Structured working hours
- Stable permanent employment
- Supportive team environment
- Career development opportunities within a high-quality residential setting

## Customer Assistant - Menswear Stylist - Pantheon

Location: London Location  
Contract: Permanent  
Position: Part Time  
Salary: £14.74 p/h  
Closing date: 30th May 2026

### Work Pattern

Sunday 11:00-19:00  
Thursday 11:00-19:00  
Friday 11:00-19:00  
Saturday 11:00-19:00

Join M&S as a Customer Assistant in our Fashion, Home & Beauty section, where you'll play a vital frontline role in delivering a market leading customer experience. This isn't just a retail job – it's a role for people who love pace, graft, and playing their part in delivering our transformation.

We're looking for fashion-forward, confident people who are passionate about helping customers feel their best, whether that's through 1 to 1 styling in suits, offering a five-star bra fit experience or a tailor-made beauty routine. You'll be someone who knows how to build rapport quickly, listens to customer needs, and confidently recommends products both in-store and online.

- At M&S, our customers don't wait. You'll be operating in a high-demand environment, rolling your sleeves up and getting stuck in, no matter how busy the day gets.
- You'll create genuine 1 to 1 connection with customers through fitting appointments and style advice, tapping into your knowledge of the latest trends and tailoring your recommendations to their unique needs.
- Efficiency and effectiveness are non-negotiable. You'll keep standards sky-high while balancing speed and accuracy, even when the pressure is on.
- Being digitally confident is essential. You'll utilise our digital tools, such as the Sparks App and in-store devices, to provide a personalised five-star service.
- Flexibility is vital. Retail moves fast – and you'll move faster. You'll adapt to where you're needed, when you're needed, always ready to meet the next challenge head-on.

If you're ready to take the lead in delivering exceptional service and bringing the M&S style experience to life, this is your moment. Take Your Marks and apply today.

# Lunchtime Helper

Location: Ladbroke Square  
Hours: 11:45 PM - 1:15 PM, Monday to Friday Term Time **ONLY**  
Salary: £14.80 per hour

Lunchtime Helper at Ladbroke Square Montessori Nursery School We're looking for a warm and bubbly Lunchtime Helper to join our team at Ladbroke Square Montessori School! This part-time role is perfect for someone who enjoys working with children and is looking for a little social engagement during the day.

Position Details: Hours: 11:45 PM - 1:15 PM, Monday to Friday Term Time: 33 weeks per year Pay: London Living Wage (£14.80 per hour)

## About the Role:

As our Lunchtime Helper, you'll support lunchtime routines in our child-led Montessori nursery. Lunch is prepared by our Kitchen Manager and supervised by one of our fully qualified teachers, who you'll work alongside.

## Your main responsibilities will include:

- Helping the children to set up and lay the tables.
- Supervising children as they serve themselves, eat, engaging in conversation, and encouraging healthy eating habits and manners.
- Helping to guide the children to clear their plates and cutlery.
- Helping the children clean and reset the tables for afternoon classes.
- Taking used plates and cutlery to the kitchen.

What We're Looking For: No qualifications are required, but you will need an enhanced DBS certificate (we can help with this).

We'd love to hear from you if you're: Friendly, warm, and enjoy working with children. Reliable and able to support a calm, positive lunchtime environment. Interested in a short, term-time role that fits around your day.

This role is ideal for someone retired or looking for a little extra social connection. Why Join Us? At our nursery, we nurture a caring and supportive environment for both children and staff.

We're committed to fostering a community where everyone feels valued and respected.

# Concierge (Residential)

Location: Northwest London

Salary: £28,000 + Statutory Pension + Standard Holiday Allowance

Hours: Mon-Fri 11AM-7PM 35 hrs/week

Contract: Permanent

We are supporting a mixed-used residential development in **Northwest London** seeking a polished and proactive **Concierge** to provide first-class service to residents, visitors and contractors.

## Key Concierge responsibilities:

- Welcome residents, guests, and contractors; manage front desk communications
- Oversee building access, security, and visitor verification
- Conduct daily inspections and report maintenance or operational issues
- Handle parcel, mail, and key management systems
- Liaise with contractors and on-site teams to maintain standards
- Maintain accurate logs, handovers, and administrative records

## Candidate Requirements:

- Previous concierge, residential FOH, corporate reception, or luxury customer service experience
- Confident communication and interpersonal skills
- Reliable, well-presented, and professional
- Knowledge of Health & Fire Safety protocols desirable
- SIA CCTV licence beneficial but not essential

## Hours & Benefits:

- **Hours:** 11:00am – 7:00pm, 35 hours/week (Afternoons, unpaid lunch)
- **Salary:** £28,000 per annum
- **Benefits:** Statutory pension and 20 days annual leave
- Permanent role with excellent transport links (Overground & Underground nearby)

# Weekend Concierge (part-time)

**Location:** Northwest London  
**Salary:** £18,000 + Statutory Pension + Standard Holiday Allowance  
**Contract:** Permanent  
**Hours:** Sat & Sun 7AM-7PM

We are supporting a mixed-used residential development in **North West London** seeking a polished and proactive **Weekend Concierge** to provide first-class service to residents, visitors and contractors.

## Key responsibilities of the part-time Concierge:

- Welcome residents, guests, and contractors; manage front desk communications
- Oversee building access, security, and visitor verification
- Conduct daily inspections and report maintenance or operational issues
- Handle parcel, mail, and key management systems
- Liaise with contractors and on-site teams to maintain standards
- Maintain accurate logs, handovers, and administrative records

## Candidate Requirements:

- Previous concierge, residential FOH, corporate reception, or luxury customer service experience
- Purely seeking a weekend/part-time position
- Confident communication and interpersonal skills
- Reliable, well-presented, and professional
- Knowledge of Health & Fire Safety protocols desirable
- SIA CCTV licence beneficial but not essential

## Hours & Benefits:

- **Hours:** 7am-7pm, Saturday & Sunday, part-time (unpaid lunch)
- **Salary:** £18,000 per annum
- **Benefits:** Statutory pension and annual leave
- Permanent part-time role with excellent transport links (Overground & Underground nearby)

# Day Concierge

**Hours of work:** Mon, Tues & Fri (13:15-19:00); Wed & Thurs (07:30-19:00)

**Salary:** £29,528 per annum or £13.85 per hour

**Location:** Knightsbridge (SW1X) (nearest station is Knightsbridge)

We have an exciting new opportunity for a Day Concierge to join a stunning residential development in Knightsbridge (SW1X). This position will be primarily customer focused and requires a high calibre and proactive individual to provide a welcoming, courteous and polite reception to all residents and maintain the high standards of the residential developments at all times. Experience of working within a service orientated environment is desirable.

## What does the role entail?

- Carry out the general concierge role for the building communicating with the PMC and tenants, maintenance and service teams when required.
- Meet and greet the residents, answer enquiries by telephone or callers to the desk. Assist the residents, guests and visitors with job tasks and individual requests to be dealt with efficiently whilst maintaining reception cover.
- To ensure that the highest levels of customer care and service are maintained at all times. Deal effectively with complaints, take the correct action and always remain courteous.
- Maintain a clean and smart appearance at all times.
- Ensure effective security of residents and the building at all times, monitoring CCTV and aid the smooth running of any car parking facilities.
- Check and screen all visitors and guests and any contractor staff, ensuring they have permission to be present in the building. Report any suspicious/unusual behaviour, calling the police if necessary.
- Correct reporting of any security/health and safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Responsibility for all deliveries to main reception desk, receiving and safekeeping of all parcels/registered mail. Correct issuing of all parcels/registered mail with a record which must be signed by residents. Notify residents of any deliveries to arrange collection from the front desk.
- Issuing of keys only to correct personnel / residents whilst recording at all times the signing in and out of keys
- Pro-actively deal with any maintenance and cleaning problems identified within the estate and regularly carry out site inspections to identify any problems.
- Be able to give a clear and concise handover at the end of the shift, highlighting any events that have occurred and forthcoming events.

## The ideal candidate will have:

- Experience as a concierge/receptionist/front of house team member
- Experience in delivering exceptional customer service
- Well-spoken with a good personal presentation
- Have a reliable, professional and can-do attitude

If this position is of interest to you, apply with your CV today.

Unfortunately, if you have not heard back from us within two weeks it is unlikely that you have been successful on this occasion.

Issue Date Friday 08<sup>h</sup> May 2026

# Day Porter – Marylebone Residential Block

**Hours:** Mon-Thurs 6am-2pm | Fri 6am-10pm (inclusive of 8hrs compulsory OT)

**Salary:** £35,500 per year + additional overtime opportunities, pension & 28 days annual leave

**Location:** Marylebone, London – Bond Street/Marble Arch stations are nearest

Join a professional, well-staffed team at a respected residential building in Marylebone, London:

- 100+ apartments, supported by a Head Porter, Day Porter, and Night Porter
- Day-to-day porter duties including assisting residents, handling deliveries, monitoring building systems, patrols, parcel management, and general site upkeep
- Compulsory overtime included on Fridays, with further overtime available!

We're ideally looking for candidates with residential experience, or hotel experience as a secondary option! Ideally you'll have experience working in prestigious/luxury settings. If you're reliable, proactive, and enjoy hands-on work in a professional environment, apply now to join the team!

# Accounts Assistant

**Salary:** £29500 - £34500

**Contract Type:** Permanent

**Closing Date:** 25 May 2026

**Location:** Holborn

## Who we're looking for

We're looking for someone who, alongside the key criteria below, will sign up to our values of Trust, Respect, Involve, Challenge and Deliver Excellence and will be determined to maintain the confidence of our clients and communities.

## Key responsibilities:

- Bank reconciliations including query resolution of unposted/unreconciled transactions
- Regular update of bank reconciliation statement of all previous resolved items
- Liaise with income team/client accountants/property managers to get missing tenant reference
- Daily upload tenant receipt from bank statements on to Qube System
- Daily management of the group inbox
- Daily allocation of receipts

## Key requirements:

- Experience working with bank reconciliations
- Demonstrable experience in an Accounts Payable role
- Strong attention to detail and accuracy when handling financial data and reconciliations.
- Strong Excel skills, with confidence handling data and spreadsheets.
- Qube experience

## Our Offer

The more diverse our workforce, the better we can adapt to and reflect the needs of our customers. We welcome applications from all backgrounds – particularly from those who represent the communities we serve.

As a colleague, you will become part of an inclusive culture, where you will have the opportunity to achieve your full potential and enhance your career through learning and development.

We offer a wide range of benefits at Pinnacle Group, dependant on your role or business area, these range from additional leave packages to pension plans and discounts at your favourite retailers

Maternity/paternity packages

Flexible Working Arrangements

Life Assurance

Enhanced Pension Scheme

Additional Annual Leave

Private Medical Insurance

Cycle to Work Scheme

Employee Assistance Programme

Retail Discounts

Childcare Assistance

Season Ticket Loans

Sick Pay Schemes

# Concierge Officer

Salary: £28000 - £29000  
Contract Type: Permanent  
Closing Date: 20 May 2026  
Location: Battersea, United Kingdom

## Who we're looking for

We're looking for someone who, alongside the key criteria below, will sign up to our values of Trust, Respect, Involve, Challenge and Deliver Excellence and will be determined to maintain the confidence of our clients and communities.

## Key responsibilities:

- To greet all residents in a polite, professional manner using either their name or "Sir" or "Madam".
- Monitor the inbox and answer all emails in a timely manner.
- Ensure that all visitors and contractors are signed in and out of site via the appropriate form or book.
- Patrol the site and report any repairs or criminal activity to the Property Manager
- Assist residents with the safe storage of parcels delivered, logging all packages through the Ark Portal
- Issue contractors with keys, fobs, and access codes when they have signed into the registration book, providing they have written consent from the Property Manager
- To report any fire alarm panels, emergency lighting, dry risers and/or smoke detection systems which are found beeping or faulty.
- Ensure all Front Desk and lobby areas must be kept clean and tidy at all times.
- Obtain monthly meter reads for all communal electricity meters.

## Key requirements:

- Good levels of spoken and written English/grammar.
- Experience of working with the public is essential, ideally in a 5\* service related, customer facing capacity.
- Must hold a valid SIA Licence.
- CCTV Licence preferred

## Our offer

We believe that diversity makes us stronger. The more varied our workforce, the better we can understand, reflect and meet the needs of the communities we serve. That's why we actively welcome applications from people of all backgrounds – especially those who represent the communities we work with every day.

As a colleague, you'll be part of an inclusive and supportive culture where you're encouraged to thrive. We're committed to helping you reach your full potential through continuous learning, development opportunities and career progression.

In addition to statutory benefits such as sick pay, maternity/paternity leave, a pension scheme, and annual leave, we offer a wide range of additional benefits tailored to your role and business area.

# Asset Services Assistant

Salary: £25000 - £25000

Contract Type: Permanent

Closing Date: 22 May 2026

Location:

## Who we're looking for

We're looking for someone who not only meets the key criteria below but also embraces our core values – Trust, Respect, Involve, Challenge, and Deliver Excellence – and is committed to earning and maintaining the confidence of our clients and communities.

## Key responsibilities:

- Provide administrative support to Asset Managers, including scheduling, correspondence, and maintaining accurate, up-to-date asset registers.
- Coordinate with contractors, suppliers, and site teams to ensure planned and reactive maintenance is completed on time.
- Assist with the delivery of planned compliance testing and remedial works
- Update asset databases, analyse data to assist with long-term planning.
- Organise the day-to-day rota and appointments for the DLO operatives.
- Work with the rest of the Asset Management team to deliver an excellent customer service

## Key requirements:

- Prior experience in the housing sector
- Excellent IT skills, proficient in MS Office
- Resilient and positive in a demanding and changing environment, with the capacity to deliver results to tight deadlines and under pressure.
- Agile and ability to multi-task, pivot and prioritise tasks
- Great verbal and written communication skill

## Our offer

We believe that diversity makes us stronger. The more varied our workforce, the better we can understand, reflect and meet the needs of the communities we serve. That's why we actively welcome applications from people of all backgrounds – especially those who represent the communities we work with every day.

As a colleague, you'll be part of an inclusive and supportive culture where you're encouraged to thrive. We're committed to helping you reach your full potential through continuous learning, development opportunities and career progression.

In addition to statutory benefits such as sick pay, maternity/paternity leave, a pension scheme, and annual leave, we offer a wide range of additional benefits tailored to your role and business area,

# Receptionist

**Job Level:** Team Member

**Job Type:** Full Time

**Hours per week:** 40

**Location:** Westminster Bridge London,

**Salary:** £13.15 plus incentive (10% of room upgrade, £1 per breakfast voucher and £2 per restaurant voucher)

At Park Plaza, we believe in providing a hotel experience that is tailored to the individual and their needs. As our receptionist, you are the first and last person our guests see. Your helpful, can-do approach and passion for great service will create an amazing impression each and every time.

## The ideal candidate for the Receptionist role will:

- Have excellent interpersonal skills and the ability to connect with others
- Manage requests promptly, helpfully, politely and with a caring attitude
- Possess a good command of English and excellent communication skills
- Share our values: Trust, Respect, Teamwork, Enthusiasm, Commitment & Care
- Have previous experience in a customer-facing role or as a receptionist in the hospitality sector

## As a Receptionist, you will receive:

- Salary: £13.15 per hour plus incentive
- 30 days of holiday per year – including bank holidays, increasing with years of service
- Heavily discounted hotel room rates in Europe (extends to the Radisson Hotel Group and family & friends)
- 50% F&B discount at our restaurants and bars (for your whole party)
- Two free meals per day - including days off if you wish to come in
- Access to 40% of your pay before payday through Wagestream
- Recommend a Friend scheme - £750
- BenefitHub – Discounted prices at hundreds of online and high street stores, supermarkets, major retailers, attractions, restaurants and cinemas.
- Vitality at work scheme with great gym discounts & more
- Ride to Work Scheme & free local cycling lessons
- Travel season ticket loans \*
- 24/7 access to our Employee Assistance Programme
- Rotas published at least two weeks in advance (if applicable)
- Departmental productivity and service incentive schemes \*
- Uniforms provided (if applicable) & free dry cleaning
- Annual Staff parties and events
- Company pension plan & award-winning training

# Administrator / Receptionist

Salary £25,350 a year  
Contract Permanent  
Hours Full-time 37.5 hours per week 10am – 18.30pm Mon- Fri  
Locations Medical Centre W1T 6EU

## Job responsibilities

**Role Overview:** As an NHS GP Administrator / Receptionist, you will play a crucial role in the smooth operation of a General Practice (GP) clinic within the National Health Service (NHS). Your primary responsibility will be to provide efficient administrative support and excellent customer service to patients and healthcare professionals.

## Key Responsibilities:

### 1. Patient Reception and Triage:

- Greet and welcome patients in a professional and friendly manner.
- Register new patients, update existing records, and verify personal information.
- Conduct initial assessments and prioritise patient appointments based on urgency.

### 2. Appointment Scheduling:

- Coordinate patient appointments, ensuring appropriate allocation of time slots and healthcare providers.
- Utilize electronic scheduling systems to manage appointments and maintain an organized schedule.

### 3. Communication and Information Management:

- Answer phone calls, respond to inquiries, and provide information on clinic services and procedures.
- Liaise with healthcare professionals, hospitals, and external agencies to facilitate referrals and coordinate patient care.

### 4. Record Keeping and Data Entry:

- Maintain accurate electronic and paper-based patient records, ensuring compliance with data protection regulations.
- Process paperwork related to patient registration, medical history updates, and prescription requests.

### 5. Billing and Administrative Support:

- Assist with processing invoices, billing patients, and handling financial transactions.
- Provide general administrative support, including filing, photocopying, and managing correspondence.

### 6. Medical Supplies and Inventory Management:

- Monitor and order office supplies, medical supplies, and equipment as needed.
- Ensure that inventory levels are maintained and equipment is in working order.

### 7. Patient Advocacy and Support:

- Act as a liaison between patients and healthcare professionals, addressing queries, concerns, and providing guidance on administrative matters.

### 8. Adherence to Policies and Regulations:

- Follow NHS guidelines, policies, and procedures related to confidentiality, security, and healthcare compliance.

### 9. Administrative duties:

- Handling incoming post, ensuring stamped and distributed accordingly
- Completing daily tasks

- Overseeing practice mailbox
- Processing urgent referrals

### **Main duties of the job**

- To assist and support the patient in an efficient and courteous manner in accessing the services of the practice
- To provide reception service that meets the need of the patient
- Front line reception duties, dealing with patients face to face
- General enquires and explaining practice procedures
- Dealing with telephone calls from patients, repeat prescriptions and any other queries
- Booking interpreters, transport, etc.
- Maintaining the appointments system, to arrange appointments as per practice procedure
- Dealing with home visit requests
- Maintaining the system for issue of prescription, to organise prescriptions as per practice procedure
- To assist and support the clinical staff in the efficient running of the clinics and surgeries
- To provide clerical support within the Practice
- Maintain patient records and data sets, to ensure patient data and records are kept up to date (manually and on the computer)
- To enter patient data on to the practice computer system (computerised and manual)
- To liaise with hospitals and other agencies
- To adhere to the code of confidentiality at all times
- To adhere to practice protocols and procedures
- Liaising with clinical and non-clinical staff
- Dealing with orders, supplies, and deliveries
- Closing the building and ensuring room checks are completed
- To undertake training as specified by the Practice Manager

### **Person Specification**

### **Qualifications**

### **Essential**

- Excellent communication skills, both verbal and written.
- Strong organisational skills with an attention to detail. Proficient in using computer systems and office software, including electronic health records (EHR) systems. Ability to multitask in a fast-paced environment. Knowledge of medical terminology and basic understanding of healthcare processes is a plus.
- The ability to work well as part of team in an often challenging and demanding environment.
- The ability to remain calm under pressure and treat patients and colleagues alike with empathy and respect.

### **Desirable**

- Previous experience in healthcare administration or receptionist roles is advantageous.

# Sweeper

Hours: Full time  
Closing: May 19, 2026  
Location: Camden  
Salary: £14.59 an hour  
Hours: 37.5 hours weekly

## What you'll be doing;

- Manual sweeping of streets and other areas (which can include footways, channels, alleys, subways, under and around street furniture etc.).
- These duties are carried out according to your beat list, using the equipment provided. You will receive the relevant training, to remove all dirt, dust, litter, excreta, loose chipping, debris, blossom, leaves, vegetation or any other matter whatsoever to achieve the required standard of the Contract.
- Ensure that all Gully Grids are clear of any obstruction and that sweepings arising are not swept over or pushed down gully grids; such action may lead to disciplinary action.
- Empty litter bins found within your beat, ensuring that the liners are replaced properly.
- Report locations of any fly-tipping, graffiti, fly-posting, or damaged/missing litter bins to your Foreman.
- To work alone or as part of a team with or without the assistance of cleaning machines or as otherwise directed.
- Ensure that the tasks are completed to schedule, and report any discrepancies immediately to your Working Foreman or Manager.
- Provide feedback to your Foreman/Manager on any problem encountered during your shift.
- Cleansing of the sweepers' barrow as per the cleansing schedule or as otherwise directed by your Foreman / Manager.
- **What we're looking for;**

## Essential:

- Good communication
- Time management

## Desirable:

- Previous Sweeper experience.

# Helpdesk Operator

Location: St Pancras  
Salary: £27,706 per annum Contract type:  
Contract Permanent  
Hours: Full time (36 hours)

## About the role

The British Library Estates & Facilities Management department has an interesting and rewarding permanent vacancy for a Facilities Helpdesk Operator. The role is based in St Pancras, where we provide services and support for both our sites at St Pancras, London & Boston Spa, Yorkshire. If you have a broad knowledge and experience within FM (Facilities Management Services) then you may be the person we are looking for.

The ideal candidate must have a can-do attitude and be a motivated individual who is capable of confidently interacting verbally, face-to-face and over email with all of our users (staff, customers & on-site contractors). The ability to adapt to a situation and be flexible in providing the best possible support is essential to this role. Excellent IT skills required, including competency with Microsoft 365 software (Word, Excel & PowerPoint). The candidate should be capable of troubleshooting, diagnosing and resolving reported issues, as well as following up issues with our on-site contractors.

Training for our on-site systems, including our CAFM system, room booking system & our travel booking system will be provided, and can be built upon dependant on your own interests within the role. You would join an exciting and vibrant team of people that supports and encourages one another, where ideas are shared, heard, appreciated and implemented.

Moreover, the Library is a diverse, active, and fair environment to work in, providing a variety of regular webinars and programmes to progress and build upon staff knowledge and abilities in their roles, the Library seeks to empower each person based upon their individual merits and strengths, which in turn encourages the diverse environment the library has.

# General Assistant - Monday - Friday

Company: BaxterStorey UK  
Location: London, England, NW1  
Salary: £14.80 Per Hour  
Hours: 40 hours per week - Monday to Friday

We currently have an exciting opportunity for an experienced **General Assistant** with a background in exceptional hospitality & food catering services to join our business and work at one of our highly prestigious settings.

If you are passionate about creating delicious dining experiences that fuel young minds and ignite taste buds, then this is the perfect opportunity to bring your expertise to our table. This is a fantastic opportunity for a skilled **General Assistant** to make a name for themselves within the food service industry and be a part of setting the new standard for education catering.

## As a General Assistant you will...

- Assist in the preparation and serving of breakfast, lunch, snacks and dinner according to established menus and recipes.
- Maintain cleanliness of the front of house areas including organising dishes and utensils.
- Prepare all hospitality food and beverage requests offered to customers/clients/guest in designated meeting spaces in a presentable manner.
- To serve our guests with a genuine and positive demeanour. All service should be efficient and of the highest quality.
- Following proper food handling and storage procedures to ensure food safety and prevent contamination.
- Monitor inventory levels of food and supplies and notify management of any shortages.
- Participate in training sessions and meeting related to food service procedures, safety protocols, and customer service standards.
- Prepare a variety of barista coffees and seasonal beverages on busy coffee/beverage bars if needed.

## Qualifications

- Minimum 2 years' experience in hospitality or general assistance role
- Excellent organisational and time management skills with the ability to prioritise multiple tasks effectively
- Solid understanding of Health & Safety principles and workplace compliance requirements
- Flexible, adaptable approach to work with a genuine can-do attitude
- Demonstrated customer service excellence and people skills
- Strong team player mentality with the ability to collaborate effectively across departments
- Reliable, professional demeanour with a commitment to supporting colleagues
- Problem-solving ability and resilience when managing competing priorities
- Desirable: Experience in a corporate or organisational environment

### **Additional Information**

This is a hybrid front-of-house and hospitality assistant role, ideal for someone who enjoys variety, pace, and interaction. The position sits at the heart of our customer experience, combining day-to-day FOH service with hospitality support for meetings, events, and VIP service.

You'll be the friendly face of the operation — ensuring our spaces are welcoming, service is smooth, and guests feel genuinely looked after. No two days are the same, making this a great opportunity for someone who thrives in a dynamic environment.

### **Bonus skills**

### **Who this suits      This role is perfect for someone who:**

Is customer-focused and personable

Enjoys both structured service and hospitality moments

Is reliable, adaptable, and proud of delivering great service

Has an interest in food, drink, and people

# Playworker

**Annual Salary:** £16,543 – £17,679 (£14.94 per hour unqualified, £16.03 per hour qualified)

**Location:** Multiple opportunities at Fortune Green Playcentre (NW6)

**Hours:** 17.5 hours per week during term time (41 weeks per annum) plus 35 hours per week during school holidays (11 weeks)

Help us plan and deliver high-quality, inclusive play services at our Fortune Green Playcentre. If you are passionate about supporting the well-being of children and delivering exceptional play experiences, this could be the role for you!

**In return, we are offering the following package to the right candidate:**

## What to expect in this role:

Day-to-day, you'll help plan and deliver socially inclusive, fun and educational play services that promote children's participation, well-being and happiness. You will also make sure children can explore a wide range of positive activities and develop friendships.

Activities include arts and crafts, sports, field trips, simple cooking, educational activities, and imaginative play. You will also inspect play equipment, implement safeguarding and safety policies, support children with personal needs, administer medication and other duties as required.

As part of this role, you will work from 3:00 pm to 6:30 pm on weekdays during term time at our After School Club. During the School Holidays, you will have a 7-hour shift between 8 am and 6 pm.

## The person we are looking for:

We are looking for enthusiastic, flexible people with experience working with children and young people in an inclusive setting. If you are creative, a team player and an effective communicator, we'd love to hear from you.

## Why work for PACE?

We are a local, grass-roots charity providing high-quality, inclusive play, early years, short breaks and mentoring services in Camden to children aged 1 to 18.

Our team is what makes our work possible, and we look for passionate, experienced team members to ensure we deliver exceptional services to our community. In return, we offer our team an extensive package of benefits including:

- the London Living Wage,
- 5% contribution to your pension,
- flexible leave arrangements,
- ongoing professional development and training,
- Cycle to Work Scheme,
- employee assistance programme.