



VACANCIES

Issue Date:

Friday 5th June 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



Front of House Team Member

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

Making a great first impression is really important. That's why we need the right person to join us and help greet our members and visitors to the club. What matters is that you have both the confidence and empathy to provide excellent customer care to all sorts of people. It starts with you.

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

Register Your Interest for New Store Opening - Elephant and Castle

Location: London, Elephant and Castle
Contract type: Temporary
Position type: Part Time
Salary: £14.74 p/h

Would you like to be part of our exciting new transformation renewal programme and join our new Store at Elephant and Castle opening in late 2026?

We are looking for passionate individuals that have high energy to Serve, Sell and Fill for our customers, whether this is part of our teams on Food, Fashion, Home & Beauty, Backstage Operations or Hospitality.

Register your interest in joining our team now!

Clinical Services Concierge

Location: 1 London Wall Place
Contract: Fixed Term (12 months)
Hours: Part Time 16 Hours per week (8hr shifts - Monday and Fridays ranging between 07:00-19:00)
Salary: Up to £28,100 Pro Rata (Based on experience)

We are looking for a patient concierge to help meet the demands of our highly utilised clinic and to help maintain delivery of the outstanding service provided.

The post is part-time and is based at a corporate onsite location in City of London, within easy walking distance of Moorgate, Liverpool Street and Bank. It is one of only a few fully integrated onsite clinics offering the full range of clinical services.

About the Role

- Provide a professional reception and back-office service for the clinic: managing client and internal queries in an efficient and timely manner.
- Ensure a high standard of customer service at all times and work to facilitate the smooth day-to-day running of the services. This includes, interacting with clients and other stakeholders in a professional and courteous manner.
- Put the customer first with a case management service that ensures an integrated and seamless customer journey through the multiple Nuffield Health services. The successful candidates will become competent with our latest patient concierge service, which enables patients to book in at Nuffield Health hospitals directly.
- The role holder will be required to comply with the policies and procedures in place, at all times, and champion the Nuffield Health brand and its values.
- Referral follow-up via outbound calls to offer clients appropriate treatment at Nuffield Health.
- Ensuring full case management of patient data, that IT systems are accurate and detailed, and the customer journey is at the forethought of all actions.
- Efficient handling of complaints, queries and feedback.
- Adhere to data protection principles, as well as ensuring all information (whether patient or organisation specific) is treated sensitively and confidentially.
- Manage internal client queries, ensuring all enquiries are dealt with in an efficient and timely manner, escalating more complex queries to senior staff as required.
- Input client data and complete the patient registration process in an accurate and timely manner to agreed formats and standards.
- Greet all visitors and ensure professional and effective communication with all clients, visitors and other clinical staff.

Educational Qualifications – Desirable:

(Training, Professional memberships, Accreditations)

- NVQ Level 2 in Business and Administration or equivalent
Or
- GCSE English and Maths or equivalent qualification
- Educated to A-level or equivalent.

Experience, Knowledge & Expertise – Desirable

- Good IT and Key Board Skills
- Good communication/interpersonal skills
- Experience of working in a customer facing environment
- Knowledge and understanding of clinical terminology
- Demonstrable relevant experience working within a health care environment

Role Specific Competencies

- Computer literate to a basic level with Word, Outlook and Excel packages.
- Exemplary customer service skills.
- Excellent time management skills.
- Excellent communication skills.
- Self-motivated, with the ability to work on own initiative.
- Good team player.
- Takes ownership of all allocated tasks.
- Excellent planning and organisational skills, and capable of working to stringent deadlines.
- Well-presented and professional in appearance.
- High level of interpersonal skills and personal drive.

Client Services & Concierge Administrator

Location: Barbican

Salary: Competitive salary available, depending on experience

Hours: Part-Time 22.5 or 25 hours per week

Schedule: Monday, Tuesday and Wednesday – 7.5 hours a day - 6:30-3:00 OR
Monday – Friday – 5 hours a day - 6:30am-11:30am

The role front-of-house reception across both the Support Office and Medical Centre, concierge services, administrative coordination, office support, facilities management, medical centre support, medical referrals, and health & safety responsibilities to ensure smooth daily operations and an exceptional staff and client journey aligned with Nuffield Health's values.

As a Client Services & Concierge Administrator you will:

- Deliver a professional front-of-house service, managing enquiries, greeting staff, visitors, clients and ensuring a seamless experience.
- Coordinate administrative and operational tasks including client registration, data input, post room services, ordering supplies, and booking services (couriers, taxis, etc).
- Oversee facilities operations by reporting maintenance issues, conducting audits (car park, lockers, cupboards), and managing access and security systems.
- Maintain health & safety standards, acting as Fire Marshal/First Aider, completing checks, and managing contractor inductions.
- Manage compliance with policies (e.g., access, safety, desk/locker use), addressing and escalating violations where needed.
- Support financial and procurement processes, including raising POs, tracking spend, receipting goods, and resolving invoice queries.
- Build strong relationships with clients, clinicians, and internal teams, supporting referral processes and ensuring high service standards.
- Overseeing clinical diary management
- Assisting clients with medical referrals and appointment bookings
- Uploading and handling sensitive medical data (e.g. doctor's notes, ECG scans, reports)
- Providing administrative support to doctors, physiologists and office staff.
- Liaising with GPs, hospitals and clinical teams to coordinate patient care

As a Client Services & Concierge Administrator you'll bring:

- Proven experience in a front-of-house, concierge, or customer service role, ideally within healthcare or corporate environments.
- Strong organisational and administrative skills, with the ability to multitask and work independently.
- Excellent communication and interpersonal skills, with confidence engaging stakeholders at all levels.
- Experience managing facilities, health & safety processes, or compliance-related tasks is advantageous.
- High attention to detail, particularly in data entry, record keeping, and financial tracking.
- Proficiency in IT systems and ability to adapt to multiple platforms.
- A proactive, professional approach with strong problem-solving skills and commitment to delivering exceptional service.

Static Residential Cleaner

Salary: £14.80 - £14.80

Contract: Temporary

Closing: 7 July 2026

Location: Lambeth

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 will include

- Damp & spot mopping, Damp dust /polishing of surfaces, fixtures and fittings
- Cleaning toilet facilities, and hand basins and replenishing toilet paper, hand soap & towels
- To clean and sanitise touch points, door handles, push plates, and other surfaces
- Removal of waste from internal litter bins within the offices and meeting rooms
- To keep the tea/coffee points clean and tidy at all times
- Vacuuming carpeted areas including barrier matting

Key requirements

- Obligation to adhere to safe working practices and ensure due consideration is given to the site staff
- Previous experience in similar role, with knowledge of cleaning solutions & their uses

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, dependent 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
- Employee Assistance Programme
- Retail Discounts
- Childcare Assistance
- Season Ticket Loans
- Sick Pay Schemes
- Personal Development Plans
- Company Car/Car Allowance
- Electric Vehicle Scheme

H2S Self-employed Passenger Assistant

Location: London, W10 5NT
Closing Date: 1st October 2026
Hours: Part time 16 hrs pw
Salary: £13.85 Hourly

We have an opportunity for a **Passenger Assistant** to join our team

Job purpose: To escort and assist clients with special needs, board and alight vehicles in their daily journey to and from home, school, centre or other destinations as directed.

About this role

- Main duties:
- Ensure safety and wellbeing of clients throughout the journey and handover.
- To ensure that the client gains safe entry, to either the vehicle or their destination.
- Ensure safety and wellbeing of transport users throughout the journey and handover from and to: residence/parent/guardian/carer; primary helper at school; or to care assistants at centres. Assist passengers to board and alight vehicles utilising appropriate means, including physically assisting passengers with severe disabilities.
- Ensure appropriate communication is maintained and presented to the Controller, specifically relating to the reporting of any problems regarding transport of a client (i.e. if there is disruptive behaviour, absenteeism, lateness etc.).
- Apply health and safety standards to ensure the welfare of clients in general and when assisting with the boarding and alighting of passengers. This includes: physically assisting passengers with severe disabilities and / or varying medical conditions (particularly when using tail-lifts), securing client in seats using the requisite safety restraining system, and ensuring that all wheelchairs are correctly secured to the retaining mechanisms or securing points within the vehicle.
- Responsible along with the driver in ensuring the interior and exterior of the vehicle is clean and tidy at all times to required standards, including hygiene control. To ensure that the necessary personal protective equipment and uniform are worn as required.
- Participate in working flexible hours with general core working hours being between 07.00 - 09.00 and 14.30 – 16.30. Undertake additional work as the service needs dictate. The jobholder follows instructed daily and weekly work schedules and is required to report to the Controller where incidents or problems occur.
- The jobholder's normal place of work on a day to day basis is in a predominately outdoor environment on vehicles that transport clients from and to various locations and is required to work in a safe and efficient manner in all weather, traffic and road conditions.
- The jobholder must not have any physical or mental limitations that could possibly, or will interfere with safe passage of clients, passenger assistance, and emergency activities.

Daily functions of this role include:

- Operating and using appropriate techniques and equipment e.g. tails lifts, sitting restraints will be a daily routine in this role.
- Appropriate health and safety / manual handling activities e.g. pushing, lifting, carrying and or supporting clients from, to and into vehicles. This includes transfers via stairs etc. where reasonable and appropriate to do so.

- For clients that have been identified, assistance with dressing and emergency toileting will be required.

Variations of duties will be dependent upon the particular needs of the service user / clients, such as:

- Special needs of clients (mobility problems, learning difficulties, mental health problems, elderly, disabled).
- Types of transport operating – fleet vehicles, including those adapted for disabled access.
- Numbers and ages of service users / clients will vary.

The work conducted in this role potentially involves a substantial risk to personal safety of injury, illness and health problems arising from day-to-day activities.

Work Dimensions

The jobholder generally works within established guidelines, procedures and systems, however maybe required on rare occasions to use initiative to solve basic problems / situations associated with escorting of clients e.g. manoeuvring clients when boarding and alighting a vehicle / from and to the vehicle. For more complex issues, problems or situations the Controller or other appropriate HATS supervisor is to be consulted.

The role has contact with Parents, guardians, carers, attendants, teachers, centre organisers, Council Staff and other HATS employees in a multi-ethnic environment and provides readily available information or assistance to:

- Clients of Transport Services
- Staff of centres or schools
- Parents/guardians or primary helper

And may occasionally deal with issues associated to it's contacts and relationships where the outcome may not be straightforward. In all instances well-developed interpersonal skills are required.

Rehabilitation Of Offenders Act - The jobholder is exempt from the provisions of the rehabilitation of offenders Act 1974 and is required disclose offences accordingly.

The jobholder may be required to use mobile communications, tracking equipment, radio, telephone, messaging, global positioning (but not limited to) and is accountable only for the use of equipment / resources associated to the normal daily activities.

Customer Team Member

Location: 173-175 South Lambeth Road, London, SW8 1XW

Pay: £14.29 per hour including London allowance

Contract: 12 hours per week + regular overtime, permanent contract, part time

Working pattern: varied shifts between 6am and 10pm, Friday to Sunday. Role will include working in our in-store bakery

30% colleague member discount in store – more benefits below

Apply easily from your mobile by completing our assessments - 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.

Join us as a Customer Team Member and play a key role in delivering friendly, helpful service in your local Co-op store.

As a Customer Team Member, you'll work as part of a friendly team in a fast-moving Co-op store, helping deliver essential services to your community every day. Depending on your store, this could involve working in our post office, or bakery, or helping with online services by picking and packing orders for home delivery. Whatever the day brings, you'll play a key role in making life easier for our customers.

Why this job matters:

You'll help keep our shelves stocked and support sales, making sure customers can find what they need. You'll be a familiar face in the community, getting to know your customers and helping us stay connected with local and national charities. Plus, you'll promote Co-op membership, helping more customers enjoy the benefits of our unique business.

What you'll do:

- Support the day to day running of the store by delivering friendly and thoughtful service, helping to put things right when needed
- Work with your team to keep the store running smoothly
- Work hands-on on the shop floor and tills, and in our in-store bakery, and contribute to daily operations to create a great shopping experience
- Help maintain store performance by keeping shelves stocked and checking prices, dates, and stock accuracy
- Promote Co-op Membership and support your local community

Client Accounts Manager

Salary: £60000 - £65000
Contract: Permanent
Closing: 3 July 2026
Location: Holborn, London, United Kingdom

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 will include:

- Provide day-to-day management, training and support to a team of client accountants and accounts administrators who collectively provide property accounting services to our client's.
- Foster a high-performance culture focused on continuous improvement, accountability, and customer service.
- Build and develop a "best in class" team to ensure client reporting is up to standard and KPIs are met.
- Ensure client accounts are prepared in line with client deadlines to meet KPIs, as well as statutory deadlines.
- Act as a primary finance contact for internal departments and external clients regarding contract performance and reporting on all accounting and income related issues.
- Collaborate with operational teams to ensure financial alignment with service delivery.
- Ensure compliance with all relevant housing regulations, financial governance standards, and internal controls.
- Keep abreast of changes in housing legislation and accounting policies.
- Support internal and external audits related to client accounts and income collection.
- Champion the use of financial systems and data analytics to support team performance.

Key requirements:

- Strong accounting skills backed by a qualification or sound working experience.
- Proven management experience in a finance role preferably within the housing, property or public sectors, ideally with knowledge of social housing governance frameworks and regulatory requirements.
- Ability to plan and prioritise effectively to meet changing priorities and demands.
- Proven ability to meet financial reporting deadlines.
- Strong end to end service charge accounting experience, including budgeting, year-end accounts, accruals, prepayments, voids and statutory deadlines
- Proactive communicator able to collaborate effectively with clients, auditors and internal teams.
- Experience with MRI Qube or similar property management systems is advantageous
- Up-to-date knowledge of housing regulations and financial reporting standards.
- A self-starter with a strong sense of urgency and delivery skills.

Content & Digital Communications Executive

Salary: £32000 - £35000

Closing: 19 June 2026

Location: Holborn, London

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 will include: **Digital and content delivery**

- Create, manage and publish engaging content across digital channels, including website, social media and email
- Ensure content is accurate, accessible and aligned with Pinnacle Group's brand, narrative and tone of voice.
- Use basic analytics and insight to understand what content performs best and refine future activity.
- Support digital campaigns that highlight Pinnacle's expertise, services and impact.

Impact storytelling and case studies

- Identify strong case study and storytelling opportunities from across Pinnacle's work.
- Visit sites and services to gather insight, interviews and content from colleagues, clients and communities.
- Produce clear, engaging written case studies tailored for a range of audiences, including our clients and shareholder.
- Work with internal teams to ensure stories are accurate and approved.

Video and visual content

- Plan, capture and edit short-form video content (e.g. for social media, website or presentations)
- Confidently film and photograph on location using smartphone or camera equipment.
- Edit content using tools including Adobe Creative Suite, focusing on clarity and storytelling rather than high-end production.
- Work with colleagues or external suppliers where more complex production required.

Collaboration and support

- Build strong relationships with operational teams to source stories and content.
- Contribute ideas to improve how Pinnacle captures and communicates impact.
- Support the wider communications team with content planning and delivery.

Key requirements:

- Proven experience in a communications, digital, content or marketing role, with the ability to plan and deliver content effectively across a range of platforms
- Excellent writing skills, with the ability to adapt tone and style for different audiences, supported by strong editorial judgement and attention to detail
- Practical experience managing digital channels (social media, websites and email), with a solid understanding of how to optimise content for reach and impact
- Ability to plan, capture and edit short-form video content, creating clear and engaging visual stories for digital use
- Confident engaging with stakeholders, conducting interviews and gathering insight in live environments to bring authentic stories to life
- Strong organisational and time management skills, with the ability to prioritise workload and deliver multiple projects to deadline

Westminster Maternity Champions Strategic Lead

Hours: 28-35 hours a week negotiable
Salary: £35,000 per annum
Contract type: Fixed term to 30th June 2027 with strong chance of extension
Annual leave: 25 days per year + bank holidays
Reports to: Head of Health and Climate
Location: Beethoven Centre, Third Avenue, London, W10 4JL
Closing Date: 09:00am on Friday 12th June 2026

We are looking for an outstanding project manager with a history of building strong partnerships and a passion for supporting the health and wellbeing of new and expectant parents to manage this established Maternity Champions project. Maternity Champions are volunteers located within the seven Community Champions projects in Westminster. Their aim is to increase the uptake of ante and post-natal and early years services, guide and support new parents and encourage parents to form social groups with their peers to support each other. The Project Manager will support the Community Champions project managers to recruit, train and support Maternity Champions local to their neighbourhood. They will also have a strategic role to network and form strong professional relationships with maternity and early years providers and services within the 0-5 Pathway, across the borough, creating partnerships for Maternity Champions to formally link with these services.

For more information on the Community & Maternity Champions programme please visit: <https://www.pdt.org.uk/community-champions-reports/>

The closing date for this post is 09:00am on Friday 12th June 2026. To apply please complete and download, complete and send the application and diversity monitoring forms to lizzie@pdt.org.uk. Please note that CVs will not be accepted.

If you have any questions about the role please contact Lizzie Fletcher on 07593 690 705 or email lizzie@pdt.org.uk.
If shortlisted, you will need to be available for interviews on the 23rd and 26th June.

Harrow Road Champions Plus Project Worker,

Hours: Part time (21 hours per week)

Salary: London Living Wage (£14.80 per hour from April 2026)

Contract type: Fixed term to 29th February 2028

Annual leave: 25 days per year + bank holidays pro rata'd for part time hours

Reports to: Harrow Road Champions Project Leader

Location: Beethoven Centre and Harrow Road ward

Closing: 09:00am on Tuesday 16th June 2026

We are looking for an organised, proactive and people-focused individual who is passionate about supporting the health and wellbeing of local residents. This is an exciting opportunity to gain hands-on experience in community engagement and project delivery while working alongside dedicated volunteers with support from the Harrow Road Project Leader.

The role is supporting our vibrant Community and Maternity Champions team in Harrow Road. Champions are local people who volunteer their time to connect local communities and residents with local services and help them to make informed choices about their health and wellbeing. Community Champions focus on key health messages including mental health, oral health, physical activity and healthy eating whilst the Maternity Champions specialise in supporting new and expectant parents with babies up to 1 year of age.

For more information on the Community & Maternity Champions programme please visit: <https://www.pdt.org.uk/community-champions-reports/>

The closing date for this post is 09:00am on Tuesday 16th June 2026. To apply please complete and download, complete and send the application and diversity monitoring forms to lizzie@pdt.org.uk. Please note that CVs will not be accepted.

If you have any questions about the role please contact Lizzie Fletcher on 07593 690 705 or email lizzie@pdt.org.uk.

If shortlisted, interviews will be held on Thursday 18th June and Wednesday 24th June.

Clean Team Member

Location: Bloomsbury
Contract: Permanent
Salary: £27,780 pro rata
Hours: Part time 24 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 Nuffield Clean 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

Project Worker, Harrow Road

Harrow Road Champions Plus

Hours: Part time (21 hours per week)

Salary: London Living Wage (£14.80 per hour from April 2026)

Contract type: Fixed term to 29th February 2028

Annual leave: 25 days per year + bank holidays pro rata'd for part time hours

Reports to: Harrow Road Champions Project Leader

Location: Beethoven Centre and Harrow Road ward

Closing: 09:00am on Tuesday 16th June 2026.

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If you have any questions about the role please contact Lizzie Fletcher on 07593 690 705 or email lizzie@pdt.org.uk.

If shortlisted, interviews will be held on Thursday 18th June and Wednesday 24th June.

Income Collection Officer

Salary: £19.50 - £19.50
Contract: Temporary
Closing: 19th June 2026
Location: Holborn

This is an ongoing temporary hybrid position.

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 will include:

- Proactively reduce rent arrears across all accounts to meet monthly targets. This includes producing arrears reports and letters, engaging with residents, preparing legal instructions for possession proceedings, serving Notices, conducting home visits, applying for direct payments, attending court when required and offering advice and support to help residents sustain their tenancies
- Take ownership of individual performance targets and contribute to the overall success of the income collection service
- Identify residents who may benefit from specialist welfare or financial inclusion support and refer them to the Welfare Advice & Financial Inclusion Manager
- Liaise effectively with external agencies including Local Authorities (Housing Benefit), the DWP (Universal Credit), social services and other relevant bodies to support income recovery
- Respond to arrears-related correspondence and provide clear, accurate information to the Income Manager or Contract Manager to assist in resolving formal complaints
- Plan and manage your own workload efficiently, ensuring accounts are monitored weekly and targets are consistently met

Key requirements:

- Experience working in a housing and income collection setting
- Background in credit control with practical knowledge of income recovery processes
- Confident using housing management systems to monitor and manage accounts
- Solid understanding of the legal framework for housing including Pre-Action Protocols
- Demonstrable knowledge of welfare benefits, particularly Universal Credit and Housing Benefit
- Proficient in MS Office applications including Word, Excel and Outlook

Ambulance Care Assistant (Driver)

University College London Hospital - WC1E 6AS

Salary: £14.80 per hour

Full Time Shifts - 45 hours per week Monday to Friday (Days)

The Role

The Ambulance Care Assistant (ACA) will play an important role in helping people receive the care they need.

Such responsibility requires empathy and compassion. These are skills you'll build upon during our two-week initial training and development programme, alongside constant guidance from our expert support team. We'll give you all the tools to build a meaningful career with us.

As an ACA with G4S Patient Transport Services, you'll be transporting elderly, sick and vulnerable patients to their medical appointments and between healthcare facilities, whilst showing compassion in times of vulnerability. Together we'll work together to ensure every journey we make supports our community, the NHS, and our patients.

This is an important role, providing excellent care and ensuring safety and patient welfare. A role where you'll receive all the training you need to feel prepared in any situation that may arise.

- Some of the key responsibilities will involve:
- Driving patients with varying health and mobility needs to and from hospital/Clinic appointments
- Assist, move and handle patients, who may be ambulatory or wheelchair bound, using appropriate equipment where necessary e.g. carrying patients up the stairs using a carry chair, moving immobile patients in and out of bed, on stretchers, wheelchairs into and out of the vehicle and homes
- Ensure safety and patient welfare at all times and providing reassurance, comfort and support when needed
- Assist patients when entering and leaving their homes
- Maintain cleanliness of vehicles and equipment
- Liaise with our central control team to ensure the timeline pick up and drop off of patients
- Undertake patient and vehicle risk assessments, and completion of reports or documentation

Essential Criteria

- Full UK Manual Driving Licence
- Ability to work effectively as part of a team
- Physically fit to ensure your safety and wellbeing of patients.
- Strong communication and interpersonal skills
- Sympathetic, respectful and caring attitude towards patients
- Flexibility and adaptability in accordance with the needs of the service
- Enhanced DBS check - Applied and Paid for by G4S

Bulk Operative

Salary: £14.80 - £14.80
Contract: Type Temporary
Closing: 3 July 2026
Location: Wembley

This is a full-time position of 37.5 hrs per wk, working 7:30am-3:30pm Mon - Fri
A full UK driving License is required for the role

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 will include:

- Ensuring all bulk waste is removed from managed areas within the agreed time frames
- Carry out day-to-day duties according to daily schedule, i.e., collecting bulk waste and household items from the PFI managed estates.
- To take responsibility for driving the company vehicle and carrying out maintenance checks daily.
- To responsibly tip all collected waste, using the designated waste disposal sites.
- To keep daily records of waste streams collected.
- Participate in cleaning/deep cleaning activities as and when required.

Key requirements:

- Full UK Driving License
- Good level of fitness, heavy lifting required.
- As this role is a driving position the applicant must be over 21 years old for insurance purposes.
- Physically fit and able to work with heavy cleaning machinery.

Residential Concierge Temporary

We are seeking reliable, enthusiastic, and experienced **Temporary Concierge Staff** to support our prestigious residential developments across Central and Greater London. **MUST HAVE 2 YEARS EXPERIENCE.**

Location: Various high-end residential developments across London.

Duration: Temporary contract.

Hours: Variable shifts, which may include days, evenings, weekends 8 HOUR AND 12 HOUR SHIFTS!!

Salary: £12.75 - £14.29 per hour

The Role:

As the face of the development, you will provide a professional, warm, and secure front-of-house service to residents, visitors, and contractors. Your responsibilities will include:

- **Front-of-House Management:** Maintaining a secure, clean, and welcoming environment within the lobby and communal areas.
- **Customer Service:** Delivering exceptional service, handling resident requests, queries, and complaints efficiently and courteously.
- **Security & Access Control:** Monitoring CCTV, managing key signing procedures, and controlling access for residents, visitors, and deliveries.
- **Parcel & Mail Management:** Efficiently signing for, logging, and distributing parcels and mail.
- **Reporting:** Promptly logging and reporting any maintenance issues, security incidents, or emergencies.
- **Festive Support:** Assisting with any specific festive requirements, such as managing seasonal deliveries

What We Are Looking For:

- **Experience:** Proven experience in a customer-facing role, ideally within high-end residential concierge, hospitality (4/5* hotel), or luxury retail.
- **Impeccable Presentation:** A smart, professional, and well-groomed appearance is essential.
- **Communication Skills:** Excellent written and verbal communication skills in English.
- **Reliability:** Demonstrable punctuality, flexibility, and a commitment to working scheduled shifts, including bank holidays.
- **Discretion:** A high level of professionalism and discretion when dealing with sensitive resident information.
- **IT Proficiency:** Competent in using computerised logging systems and Microsoft Office Suite.
- **Right to Work:** Must have the legal right to work in the UK.

SATURDAY CONCIERGE

Location: Victoria, London

Hours: Part-Time Saturdays **only** – 12:00pm to 10:00pm

Salary: £15 per hour (£7,020 per annum)

Contract: Permanent

Overview

A residential development in Victoria is seeking a professional and reliable Saturday Concierge to support the smooth day-to-day running of the building and deliver excellent customer service to residents and visitors.

This is a standalone role suited to someone personable, proactive, and comfortable managing front-of-house responsibilities within a residential environment.

Key Responsibilities

Front of House & Resident Support

- Provide a welcoming and professional service to residents and visitors
- Answer telephone calls and assist with resident enquiries
- Monitor access to the building and maintain site security
- Assist residents with general requests where possible

Parcels & Deliveries

- Accept and manage resident parcels and deliveries
- Maintain accurate parcel records and storage areas
- Coordinate collections where required

Site Patrols & Presentation

- Carry out regular building patrols and report any issues
- Monitor communal areas to ensure high presentation standards are maintained
- Report maintenance, security, or health & safety concerns to management

General Duties

- Support with occasional light cleaning duties where necessary
- Assist with keeping front-of-house and communal areas tidy and presentable
- Complete daily reports and handovers where required

Candidate Requirements

- Previous concierge, front-of-house, customer service, or residential experience preferred
- Professional and well-presented approach
- Strong communication and interpersonal skills
- Reliable, proactive, and able to work independently
- Basic IT and telephone handling skills

Benefits

- Pro rata annual leave entitlement
- Pension contributions
- Stable long-term weekend position
- Opportunity to work within a residential development
- Friendly and professional environment
- Ideal supplementary/weekend role

Estate Operative

Salary: £28,000 – £31,500 per annum

Reports To: Facilities Manager

Hours: Monday to Friday, 8:00am – 4:00pm

Location: Marylebone

Role Overview

An opportunity has arisen for an Estate Operative to join a residential development team, supporting the day-to-day upkeep and presentation of the estate. The successful candidate will play a key role in maintaining clean, safe, and well-presented communal areas, both internally and externally.

This position involves a combination of cleaning, waste management, grounds maintenance, and minor maintenance support duties to ensure the development is kept to a high standard for residents, visitors, and contractors.

Key Duties & Responsibilities

Estate Cleaning & Waste Management

- Maintain cleanliness across communal external areas, walkways, entrances, and shared spaces
- Carry out regular litter picking, sweeping, and general tidying of the estate
- Clean and sanitise bin stores, refuse areas, and communal waste facilities
- Support waste collection processes, including moving bins and assisting with bulk refuse removal
- Operate jet washing equipment to clean hard surfaces and high-footfall areas
- Remove graffiti where appropriate and report damage or anti-social behaviour
- Ensure refuse and recycling areas remain safe, organised, and presentable at all times

Grounds Maintenance

- Assist with the upkeep of gardens, podiums, terraces, and landscaped areas
- Carry out watering, weeding, leaf clearance, and other seasonal gardening tasks
- Support planting and general improvement works across the estate grounds
- Safely use and maintain gardening tools and estate equipment
- Assist with snow and ice clearance during adverse weather conditions

Maintenance Assistance

- Carry out basic maintenance tasks including replacing lamps, tightening fixtures, and minor adjustments
- Assist with gutter clearing, pressure washing, and drainage maintenance
- Move and assemble furniture, deliveries, or equipment when required
- Identify maintenance concerns and report defects promptly to management

Health & Safety Responsibilities

- Undertake regular inspections of communal areas to identify hazards or safety concerns
- Follow all company health and safety procedures and safe working practices
- Use cleaning products and machinery in line with COSHH guidelines
- Ensure all duties are completed in a safe and responsible manner

Resident & Contractor Support

Issue Date Friday 05th June 2026

- Provide a professional and helpful service to residents and visitors
- Support contractor access procedures, including monitoring sign-in/sign-out processes
- Work closely with the wider on-site team to maintain service standards
- Remain vigilant to security or safety concerns within communal areas

General Responsibilities

- Work effectively both independently and within a team environment
- Take a flexible and proactive approach to daily responsibilities
- Carry out physically active duties as required
- Contribute to the overall appearance and smooth operation of the development

Skills & Experience Required

- Previous experience within estate services, cleaning, caretaking, or grounds maintenance
- Basic practical maintenance or DIY skills preferred
- Understanding of workplace health and safety procedures
- Good communication and teamwork abilities
- Able to manage tasks independently and follow routine schedules
- Physically capable of working outdoors and undertaking manual duties in varying weather conditions

Desirable Experience

- Experience using equipment such as pressure washers or leaf blowers
- Knowledge of emergency lighting or basic fire safety checks
- Comfortable using handheld devices or apps for reporting tasks and updates

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.

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

Early Years Assistant - Nursery and Pre-School

Salary: £26,436 per annum + amazing benefits

Location: Maida Vale

Hours: Full Time – Maida Vale, NW8 benefits

Closing: 30th June 2026

A bit about the role

If you're a natural with children and want to find out if childcare is for you, this could be a great next step.

You'll support the nursery team in supervising fun activities, caring for the children and keeping them safe and happy.

As part of the team, you might take the children on a train to the Science Museum, hop on a bus to make friends at a nearby LEYF nursery, or join in baking sessions with the children and your nursery chef.

While entry qualifications aren't necessary, if you want to learn more, we can help you get the training you need. Whether this is your first step into work or you're looking for a career change, age is no barrier.

You will need:

- The right to work in the UK
- To be able to work all year round
- A strong work ethic
- An ability to safeguard and protect children
- To be positive, reliable and friendly

What's in it for you?

- Lots of training, promotions and a good salary for the sector
- Generous pension at 7% from us (1% from you)
- 70% discount on childcare fees
- Up to 35 days off a year, including 8 bank holidays, 3 days off between Christmas and New Year, and your birthday (pro-rated for part-time hours)
- Sector-leading parental leave
- Many other benefits that take care of you, including access to the wellbeing app, shopping discounts, annual conference and money for team celebrations

Doorperson- art'otel Battersea

Department: Concierge & Porters

Job Level: Team Member

Job Type: Full Time

Hours per week: 40

Salary: £ 12.71 per hour plus great benefits

Location: Battersea

A premium lifestyle hotel situated in the heart of the iconic Battersea Power Station development. Perched on the Electric Boulevard, the 164 keys art'otel London Battersea power station sits in the heart of this newly energised neighbourhood, offering restaurants, bars, shops and galleries, amidst the eye-catching architecture that surrounds the historical Battersea Power Station.

Your journey so far ...

You will be happy to delight our guests at every opportunity, from answering questions about the local area and giving stellar recommendations to assisting guests to their rooms with their luggage. You will have detailed knowledge of all hotel amenities and be able to answer and assist guests with every request.

As our Doorperson, you will receive:

- **Salary: £12.21 per hour + Excellent Benefits**
- Heavily discounted hotel rates in Europe (extends to the Radisson Hotel Group and family & friends)
- Two wellness days per year, meaning all team members start with 30 days of holiday per year – including bank holidays, increasing with years of service!
- F&B discounts 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 – up to £750
- Vitality at work scheme with great gym discounts & more
- Ride to Work scheme & free cycling lessons
- Benefit Hub – Discounted prices at hundreds of stores, supermarkets, major retailers, attractions, restaurants, and cinemas.
- Free dry cleaning for work uniform
- Annual Staff parties and events
- Company pension plan & award-winning training

If you share a passion for art, culture and hospitality, art'otel is where people's talents will feel at home. We aim to inspire guests to be creative and discover the arts; by dazzling them with sensational service; by enriching their knowledge; by encouraging their passion for art and appetite for the finer things in life.

Guest Host

Department: Front Office

Job Level: Team Member

Job Type: Full Time

Hours per week: 40

Salary: £13.98 plus incentive (10% of room upgrade, £1 per breakfast voucher and £2 per restaurant voucher)

Location: Marylebone

Receptionist

At Holmes Hotel, 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: Confidence, Understanding, Playful, Curious, Elegant, Easy
- Have previous experience in a customer-facing role or as a Receptionist in the hospitality sector

As a Receptionist, you will receive:

- Salary: £13.98 per hour plus incentive
- 30 days 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

Human Resources Officer

Job Level: Specialist

Job Type: Full Time

Hours per week: 40

Location: Victoria

We are recruiting for a **Human Resources Officer** to join us in Park Plaza London Victoria! As **HR Officer**, you'll be the friendly face of the 299 guest bedrooms, 17 Meeting and Events spaces and VIC Restaurant and Bar at the stylish Park Plaza London Victoria Hotel, ideally located in the West End within walking distance of the Victoria London train station.

As our Human resources Officer, you will support the hotel's operating goals by maximising team member productivity and well-being; and achieve the hotel's guest service objectives. In addition, the role pro-actively handles HR administration. To abide by policies & procedures and create support, and lead by example in having a positive, open, and results-orientated working climate.

What the journey with Park Plaza will include for you:

- Assisting and guiding team members on an ad-hoc basis
- Assist with Hotel 90 Day Plan, ensuring agreed targets and projects are met within the agreed timescales
- Complete weekly HOD report
- Support other hotel business areas when their HR Contact is out of the office, ensuring issues are resolved appropriately and in a timely manner with feedback given to the main contact.
- Support the Heads of Departments to actively recruit, screen and follow Company Procedures to attract qualified candidates for vacancies
- Pro-actively promote the PPHE Hotel Blueprint throughout the hotel, ensuring all activities contribute to achieving the desired working climate
- Support the HODs in conducting investigation meetings and disciplinary hearings and ensures any correspondence is completed and issued within departmental deadlines
- Work closely with Payroll and the HR Support Centre to ensure payroll paperwork is accurate and submitted in advance of deadlines.
- Ensure compliance with hotel Human Resources guidelines, policies, and procedures, as well as employment law, rules, and regulations
- Be flexible in dealing with multiple HR Administration tasks as given to you by your line Manager
- Share our values: Trust, Respect, Teamwork, Enthusiasm, Commitment, Care

What you'll need to succeed:

- Experience in Human Resources, with the knowledge and ability to guide managers in the right direction
- Confidently challenges and influences stakeholders to build manager capability and accountability

Receptionist

Hours per week: 40

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

Location: Waterloo

Hotel Front Desk Receptionist job opening at Park Plaza Waterloo London Hotel
At Park Plaza, first-class service and delicious food and drink are every bit as important to the hotel experience as a great night's sleep in a stylish location is. That is why your contribution as a Receptionist is so important.

As the friendly face of the 494 guest bedrooms, 6 Meeting and Events spaces, and Florentine Restaurant and Bar at the stylish Park Plaza Waterloo London Hotel, ideally located just south of Westminster Bridge with spectacular views across London.

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 our Receptionist, you will receive:

- Salary: **£13.15 per hour plus incentives (10% of room upgrade, £1 per breakfast voucher and £2 per restaurant voucher)**
- 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 wellness days per year, meaning all team members start with 30 days of holiday per year – including bank holidays, increasing with years of service!
- 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 (if applicable)
- 24/7 access to our Employee Assistance Programme
- Rotas published at least two weeks in advance (if applicable)
- Uniforms provided (if applicable) & free dry cleaning
- Annual Staff parties and events
- Company pension plan & award-winning training

Painter

Job Type: Full Time

Hours per week: 40 Hours Per Week

Salary: £31,381 per annum

Painter Opening! - Park Plaza Riverbank

At Park Plaza, authenticity is at the heart of everything we do. Whether it is a quick repair or planned maintenance, being a **Painter** is more than just doing maintenance and audits, it is also about creating a memorable guest experience for our guests through our beautifully maintained hotels.

The ideal candidate for the Painter role will:

- Be responsible for maintaining paintwork throughout the building
- Promote a helpful and professional image to guests and other team members by responding with full and positive cooperation to requests received
- Manage requests promptly, helpfully, politely and with a caring attitude
- Share our values: Trust, Respect, Teamwork, Enthusiasm, Commitment & Care
- Have previous experience as a **Painter** in a hotel or similar setting

As a Painter, you will receive:

- Salary: £31,381 per annum
- 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)
- Start with 30 days holiday per year - including bank holidays
- 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

Room Attendant

Department: Housekeeping

Job Level: Team Member

Job Type: Full Time

Hours per week: 40 Hours Per Week

Salary: Up to £15.02 Per Hour

Room Attendant

Our housekeeping team allows us to take pride in our appearance. Whether it is our guest's rooms or public areas, they keep everything clean and pristine. Join us as a Room Attendant and we will give you the training and support to succeed.

The ideal candidate for the Room Attendant will:

Be responsible for cleaning our guests' rooms at a high standard.

Have a passion for cleanliness and an eye for detail.

Have the ability to work and multi-task in a fast-paced environment.

Listen to the needs of guests and other team members and adapt to meet them.

Have a courteous and professional attitude with guests and team members.

Share our values: Trust, Respect, Teamwork, Enthusiasm, Commitment & Care.

As a **Room Attendant**, you will receive:

- Salary: From **£12.71** per hour, rising to **£14.02** when productivity targets are met. Earn up to **£15.02** per hour when you are trained to check your own rooms.
- **Additional productivity bonus: Earn £10 for every room cleaned above your daily target.**
- 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
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- Departmental productivity and service incentive schemes *
- Uniforms provided (if applicable) & free dry cleaning
- Annual Staff parties and events
- Company pension plan & award-winning training

Operations Administrators

Location: Millbank
Category: Fundraising / development
Salary: £28,864
Contract: Permanent
Hours: Full time
Closing: 14th June 2026

The Operations and Data team is a critical function within the Development (fundraising) department, supporting data and financial management.

This role will work with the Senior Manager, Operations and Data to ensure the accurate recording of planned and paid expenditure for the Development department. You will support the monitoring of expenditure tracking spreadsheets including carrying out reconciliation and reporting to support accurate budget management. You will have proven experience raising invoices and purchase orders, whilst ensuring value for money.

You will support and carry out office management activities, such as ordering and maintaining office supplies, supporting new starter inductions, coordinating meetings, delivering donor care mailings, and organising information sharing through reporting. Your ability to build positive working relationships with both colleagues and suppliers will be crucial in this role.

Your financial and data competency, excellent attention to detail, and strong organisational and time management skills will enable you to manage conflicting demands and meet deadlines. You will be able to work independently as well as part of a team and bring a positive and professional approach to the role.

We do not accept CVs, so please complete all sections of the form, including your education and work history. Use this space to share specific examples of what you have done and how you work.

Tools like ChatGPT can be useful for exploring thoughts, but we ask that the words you share with us are your own. Responses that feel overly generic or artificially generated may not reflect the individuality we value and could affect how your application is perceived or result in it being rejected.

Our jobs are like our galleries, open to all

General Assistant Monday - Friday

Company: Holroyd Howe
Location: London, NW8
Salary: £14.80 Per Hour
Hours: 37.5 hours per week, occasional overtime (including weekends)
SHORT TERM CONTRACT 10th August - 16th December 2026

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

Nestled in the heart of London, this prestigious independent school caters for 1000 + pupils and staff per day, includes not only a breakfast, grab & go and lunch but also an extensive hospitality service.

Job Description

As a **General Assistant** you will...

- Assist in the preparation and serving of lunch & snacks according to established menus and recipes.
- Maintain cleanliness of the front of house areas including organising dishes and utensils.
- 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 or discrepancies.
- Provide friendly and efficient service to students and staff during mealtimes, addressing any concerns or special dietary needs.
- Participate in training sessions and meeting related to food service procedures, safety protocols, and customer service standards.

Qualifications

- Ideally have experience working within Education catering
- Have good Health & Safety knowledge.
- Flexible with a can-do attitude, customer focused.
- Fun and enthusiastic
- Have excellent organization skills.
- Demonstrate great attention to detail.
- Be a team player and enjoy succeeding as a team.
- Possess great customer service skills.
- Have a flexible approach to work

Customer Assistant

Contract: Permanent
Hours: Part Time
Salary: £14.74 p/h
Closing date: 19th June 2026
Location: Waterside Paddington

Work Pattern

Sunday 7:00 - 11:00
Monday 03:00 - 08:30
Wednesday 03:00 - 08:30
Thursday 03:00 - 08:30
Friday 03:00 - 08:30

"Under 18 disclaimer

This job role involves working early mornings 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.

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 App 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. Are you ready for it? Take Your Marks and apply today.