



VACANCIES

Issue Date:

Friday 3rd July 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

Nursery Lunchtime Assistant

House of Commons Nursery and Pre-School

Hours: Part Time (M-F 11:30am-2:30pm)

Salary: £12.71 per hour + amazing benefits

Location: London SW1A

Closing: 31st July 2026

If you love children, this could be the job for you

We are known for quality teachers - we give you strong in-house training and access to promotion. Our nurseries feel independent and community focused, and teams take care of each other.

A bit about the role

If you like being around children and want a job that fits around your commitments, this could be a great role for you. You'll typically work part-time hours between 11.30am and 2.30pm, and our nurseries run all year round.

You'll supervise meals, tidy up efficiently, help soothe children to sleep and support activities for children who are not sleeping.

While entry qualifications aren't necessary, if you want to learn more, we can help you get the training you need.

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

About the nursery

Rated Outstanding by Ofsted, House of Commons Nursery and Pre-School provides Early Years education and care to children from birth to 5 years old. It is exclusively available to parents and carers with a permanent parliamentary pass. You can find us on the Parliamentary Estate, close to Westminster tube. We're a bright and spacious nursery. Our children enjoy activities from science to woodwork and cooking, obstacle courses, sensory play and more. They also love to get outdoors- buying fruit and veg in Chinatown or climbing trees at St James Park.

Customer Team Member

Closing date 14-07-2026 Salary £14.29

Location: 27-37 Battersea Bridge Road Battersea, London, SW11 3BA

Pay: £14.29 per hour including London allowance

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

Working pattern: A mix of opening, closing, and mid-day shifts, with flexibility across the week including at least 2 evening shifts and 1 weekend shift, and occasional night shifts. Either Friday after 6pm, any shift on Saturday, or Sunday. We're happy to discuss your availability further at interview.

Full, paid training provided

You can apply for this role using your mobile device (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 at Co-op.

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

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.

As part of the application process for this job, you'll need to complete two online assessments. It will take around 20 minutes to complete these tests.

We reserve the right to remove a vacancy before the scheduled closing date.

Clean Team Member

Moorgate

£27,768 pro rata

Part time 6 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 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

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. We take care of what's important to you.

RETAIL ASSISTANT - NIGHT SHIFT

Location: Tottenham Court Road

Pay rate: £14.56 (Plus 20% premium between 10:00pm - 6:00am)

Employment type: Fixed-term (**Duration** - End Date 05.09.26)

Job type: Part time

Contracted hours: 24 per week

Shift pattern: Will be discussed at interview.

As the shifts require work between the hours of 12-4am, all candidates must be 18+ to be considered.

BECAUSE YOU'RE VALUED HERE

Here, we love to do things our way. We help our customers keep up with high fashion at affordable prices. We do everything with passion, high standards and care around here. And if that sounds like you – join us as a Nights Retail Assistant.

What you'll do

As a Nights Retail Assistant, you'll be working hard at night to provide our customers with an amazing experience as soon as they step through the front door the next morning. Here's what this looks like in action:

- Resetting the salesfloor, including creating eye-catching displays and replenishing the stock on the shelves.
- Making sure the stock is correctly priced and that any price changes are clear and visible to customers.
- Handling all stock, stock transfers, deliveries, and removing items from the salesfloor that don't meet our high standards.
- Implement any changes to the salesfloor, such as layout.
- Keeping a tidy and well-organised stockroom.

What you'll bring

Creating displays that amaze our customers while keeping things running smoothly behind the scenes is an important role at Primark! We need just the right person for the job. Here's what we need from you:

- You're honest, a strong communicator who can also listen, share ideas and get involved where needed.
- You're organised and have excellent attention to detail.
- You're a team player with high levels of motivation, a positive attitude and a willingness to learn.

Because you matter

People are at the heart of what we do, so it's essential that we provide you with the right environment for you to perform at your best. We offer benefits that put YOU first.

- Salary: We offer a very competitive salary.
- Balance: Enjoy flexibility with accommodating shifts.
- Pension: Secure your future with a generous pension scheme.
- Discounts: Use your employee discount in any store.
- Support: Explore our wellbeing initiatives and employee assistance programmes.
- Holiday: Enjoy generous holidays, based on your hours.
- Development: Careers pathways are available to help you reach the next level.

Nursery Lunchtime Assistant –

Micky Star Nursery and Pre-School

Hours: Part Time (M-F 11am-2pm)

Salary £12.71 per hour+ amazing benefits

Location London W2

Closing: 31st July

Nursery Lunchtime Assistant -- W2 - £12.71 per hour

If you love children, this could be the job for you

We're the London Early Years Foundation, or LEYF Nurseries for short; a family of 40 nurseries. Our people love working for us because we focus on the child and their family and give them the best start in life.

LEYF is known for quality teachers - we give you strong in-house training and access to promotion. Our nurseries feel independent and community focused, and teams take care of each other.

What's in it for you?

A bit about the role

If you like being around children and want a job that fits around your commitments, this could be a great role for you. You'll typically work part-time hours between 11.30am and 2.30pm, and our nurseries run all year round.

You'll supervise meals, tidy up efficiently, help soothe children to sleep and support activities for children who are not sleeping.

While entry qualifications aren't necessary, if you want to learn more, we can help you get the training you need.

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

About the nursery

Micky Star Nursery is a large nursery with 3 floors and X2 beautiful gardens. Beverley the nursery manager has been a long-standing staff member at LEYF for 28 years. The children love going on community walks to Hyde Park and visiting the Church street library.

Day Concierge

Salary: Up to £34000 per annum

Hours: Mon – Fri 7am - 5pm

Contract: Permanent

Location: Islington EC1V

We have an exciting new opportunity for a Day Concierge to work in our beautiful residential development comprised of 60 apartments, based in Islington (EC1V – nearest station is Angel).

You will have the responsibility of delivering the highest levels of customer service to all residents, guests, contractors, and the clients.

You'll be a real people person and go that little bit further to get to know the residents, build strong relationships whilst maintaining a professional, courteous, and respectful manner.

As primary contact for the residents you will be on hand to provide the support they need at the place they call home.

Ideally, you'll have all or most of the below experience:

- Previous experience within the hospitality industry, preferably within a similar role.
- Significant experience providing exemplary levels of customer service.
- Experience in managing contractors and building works within a busy development.
- Awareness of general fire, health & safety and security.
- Proven ability to and handle confidential information with professionalism and discretion.

Responsibilities

- Meet and greet the residents and answer enquiries by telephone or from callers to the desk.
- Assist the residents, guests and visitors when required.
- Ensure effective security of residents and the building at all times including manning any CCTV and aid the smooth running of car parking facilities.
- Being courteous and helpful to residents, guests, suppliers, tradesmen and the general public.
- Communicate with leaseholders and managing agents in an attentive and personable manner.
- Manage and delegate to the on-site team.
- Carry out regular patrols of the entire building and report any faults and/or security breaches found.
- Ensure correct reporting of any security/Health & Safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Issuing of keys only to correct personnel/residents whilst recording at all times the signing in and out of keys.
- Responsibility for all deliveries to the 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.

Unfortunately, if you've not heard from us within two weeks, please assume your application has been unsuccessful on this occasion.

Day Concierge

Hours: 4 on 4 off / 07:30-19:30

Salary: £28,763 per annum / £13.17 per hour

Location: Camden Town (NW1)

We are currently recruiting for a Day Concierge to work in our incredible residential development of 56 units based in the heart of the bustling Camden Town (NW1).

You will have the responsibility of delivering the highest levels of customer experience and service to all residents, guests, contractors and the clients. You will also be a people person that goes that little bit further to get to know the residents and build strong relationships with them on an individual level, whilst always being completely professional, courteous and respectful. For any support in the place they call home, you will be their first and primary point of contact for any support they may require.

Ideally, you'll have all or most of the experience we're asking for:

- Previous experience within the hospitality industry, preferably within a similar role
- Significant experience providing exemplary levels of customer service
- Experience in managing contractors and building works within a busy development
- Awareness of general fire, health & safety and security
- Proven ability to and handle confidential information with professionalism and discretion

Responsibilities

- Meet and greet the residents and answer enquiries by telephone or from callers to the desk.
- Assist the residents, guests and visitors when required.
- Ensure effective security of residents and the building at all times including manning any CCTV and aid the smooth running of car parking facilities.
- Being courteous and helpful to residents, guests, suppliers, tradesmen and the general public.
- Communicate with leaseholders and managing agents in an attentive and personable manner.
- Carry out regular patrols of the entire building and report any faults and/or security breaches found to the Building Manager.
- Ensure correct reporting of any security/Health & Safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Issuing of keys only to correct personnel/residents whilst recording at all times the signing in and out of keys.
- Responsibility for all deliveries to the 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.

Unfortunately, if you've not heard from us within two weeks, please assume your application has been unsuccessful on this occasion

Finance Analyst

Company:	ITV
Business Area:	Finance and Accounting
Contract Type:	Perm Full time
Salary:	£35,000 - £40,000
Location:	London – White City and Soho + Hybrid
Closing Date:	12th July 2026

The role.

We're looking for a Finance Analyst - Scripted to join our team on a permanent basis. Reporting directly to the Finance Manager, you will work closely with both the Finance Manager and the Head of Finance to provide comprehensive support for all aspects of financial reporting and control across a group of scripted production labels.

This is an exceptionally varied and fast-paced role that spans core month-end reporting, development tracking, royalties administration, and vital systems management. It is a brilliant opportunity for a motivated, part-qualified accountant who wants to deepen their financial expertise while gaining invaluable exposure to the inner workings of the scripted television sector.

Some of your key day to day responsibilities will include:

- Preparing key month-end inputs, calculating and posting journals, and maintaining an accurate, current position on intercompany recharges.
- Investigating Balance Sheet review follow-ups proactively and proposing robust financial resolutions.
- Supporting the Finance Manager with monthly forecast preparation and executing actuals and forecasts submissions via our reporting tool (Hyperion).
- Tracking and administering programme royalties and executing required financial reporting to participants.
- Maintaining the development tracker, understanding the specific status of shows in development, and supporting development payments including documentation and disbursement requests.
- Keeping corporate finance systems updated with new projects and contracts, and supporting with statutory accounts and audit-related queries.
- Managing day-to-day transactional billing, including raising customer invoices, ensuring complete billing, raising purchase orders, and posting invoices for the group company.
- Executing financial controls including bank reconciliations, foreign currency revaluations, weekly supplier payment runs, and the preparation and submission of company VAT returns.
- Administering company credit cards and managing overarching team expense claims.

Skills you'll need (minimum criteria)

- Minimum part-qualified accountant status.
- Practical awareness of the scripted TV production lifecycle.

- Advanced Microsoft Excel skills.
- Strong attention to detail paired with a high degree of accuracy and analytical interpretation.
- Proven ability to work effectively under pressure in a result-oriented, deadline-driven environment.

Other things we're looking for (key criteria)

- A dedicated self-starter who brings an adaptable, hardworking, and highly proactive approach to their workload.
- Prior operational knowledge of Oracle, Hyperion, or Sage systems is highly desirable.
- Familiarity or awareness of High-End Television (HETV) tax credits is advantageous.
- Strong planning, coordination, and organisational competencies.
- Strong written and oral communication skills, with a proven ability to build relationships and collaborate effectively across different levels of seniority.
- A positive willingness to work, adapt, and grow within an ever-changing business environment.

Potential Challenges

- Managing competing priorities and balancing workloads across multiple unique production company labels and physical office locations.
- Hours of work are a minimum of 40 hours per week, but will naturally vary depending on critical reporting periods and seasonal studio activities.

Cleaner

Salary: 12.84

Location: London W12 7LR

Hours: 15 hours per week

In Extra Care, our residents live independently in their own homes within one of our schemes, complete with communal lounges, gardens, cafés/bistros and salons. Your role as our Court Cleaner will be to help us provide our residents with a clean and safe space, ensuring the public/communal areas within the Court are kept clean and tidy. You will also be responsible to provide support to the manager with cleaning and preparing void flats as and when required.

While experience in a similar role is not essential, we are looking for someone with a great attention to detail and who takes pride in what they do.

The benefits

At Housing 21 we're proud to be bucking the trend as a care provider by actively recognising the importance of our customer-facing employees and rewarding them accordingly. You will receive:

- Holiday Pay
- Occupational Sick Pay
- Occupational Maternity Pay
- Health Cash Plan
- Blue Light Card (offering discounts across retail, hospitality and leisure)
- Car Lease Scheme
- Cycle to Work Scheme
- Uniform provided
- Employee Assistance Programme
- Training and development to fulfil your career aspirations

An offer of employment will be subject to the satisfactory completion of an enhanced disclosure check, satisfactory references, and induction training.

If you require further information, please view the job profile attached.

Closing date for applications 12 July 2026.

Due to the nature of this role this advert may close earlier than the closing date listed and once sufficient applications have been received. Please apply early to avoid disappointment.

Income Collection Officer

Salary: £19.50 - £19.50 Contract: Temporary

Closing: 17 July 2026 Location: Holborn

This is an ongoing temporary hybrid position.

Our Homes Division delivers trusted housing management services across Affordable, Private Rented and Leasehold properties. We work with local authorities, registered providers and investors to support thriving communities.

The ideal candidate will be a confident communicator with a natural ability to build trust and rapport with residents, even in challenging situations. You'll bring a proactive and empathetic approach to income recovery, combining strong knowledge of housing income management and welfare benefits with a genuine commitment to supporting tenants. If you're someone who thrives in a fast-paced environment, enjoys problem-solving, and takes pride in delivering excellent service, we'd love to hear from you.

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

Client Accountant

Salary: £43000 - £48000
Contract: Permanent
Closing: 13 July 2026
Location: Chancery Lane, London,

We are looking for an experienced Client Accountant to join our Finance Team within the Homes Division, supporting the financial management of a diverse residential property portfolio. You will play a key role in managing the full-service charge demand cycle, preparing accurate year-end accounts, maintaining reconciled client bank accounts, and ensuring all financial reporting deadlines are met. Working closely with Estate Managers, Property Managers, clients and independent accountants, you will help deliver accurate, timely and customer-focused financial services.

Our Homes Division delivers trusted housing management services across Affordable, Private Rented and Leasehold properties. We work with local authorities, registered providers and investors to support thriving communities.

The ideal candidate will have strong experience within block management and residential property accounting, particularly around service charge budgeting, year-end accounts, reconciliations and managing residential portfolios. They will bring excellent numerical and analytical skills, confidence using systems such as MRI Qube and the ability to work accurately to multiple deadlines. A proactive approach, strong communication skills and the ability to collaborate with Property Managers, Estate Managers, clients and auditors are essential. Candidates should hold an accounting degree and be part-qualified or actively studying.

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:

- Manage the full demand process, including issuing budget templates to property managers, uploading budgets into MRI Qube and sending demands on time.
- Ensure all client reporting requirements are met within agreed deadlines, including cyclical financial reports and information needed to support VAT reporting to HMRC where applicable.
- Arrange timing transfer of rental income to client as per their specifications.
- Prepare service charge year-end accounts for submission to the independent accountants, including accrual and prepayment schedules, void calculations, and resolving queries with the accountants, property manager and client to secure approval.
- Distribute year-end accounts to all leaseholders within six months of the relevant financial year, or issue Section 20B notices on time where required.
- Manage the monthly expenditure review and correction process in collaboration with the relevant property manager.
- Support the rent review process for AST, Affordable Rent and Shared Ownership properties.

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- Ensure all client bank accounts in the portfolio are fully reconciled within two weeks of the statement date, including resolving any uncleared items or discrepancies.
- Maintain accurate accounting records for developer site completions, ensuring schedules and apportionment percentages are added to MRI Qube and liaising with the Mobilisation team to resolve any completion queries.

Key requirements:

- Strong accounting skills supported by a qualification or relevant practical experience.
- Experience in reporting statements of profit and loss.
- A proven ability to meet financial reporting deadlines and maintain fully reconciled client bank accounts with accuracy and attention to detail.
- End-to-end service charge accounting experience, including budgeting, year-end accounts, accruals, prepayments, voids and statutory deadlines, with a strong background in residential block management and supporting Property and Estate Managers across varied portfolios.
- Strong communication skills, with the ability to work effectively with clients, auditors and internal teams.
- Experience using MRI Qube or a similar property management system is desirable.

Evening & Weekend Care Assistant

Location: Maida Vale

Pay: £13.85/hr (Mon–Sat) | £14.35/hr (Sundays)

Guaranteed hours available for the right candidates

Paid for your travel time — not just contact time

Evening & weekend shifts to suit your lifestyle

Full training provided – no experience needed

We're looking for caring, reliable people to support our service users living across the boroughs of Kensington & Chelsea, Westminster, and Hammersmith & Fulham.

if you're compassionate, dependable, and ready to help others live well at home, apply today and become one of our everyday heroes!

What You'll Be Doing

As a Care Professional, you'll provide essential home care and support following personalised plans that prioritise dignity and respect.

Your key responsibilities include:

- Personal care (bathing, dressing, toileting, grooming)
- Medication support (preparation and administration)
- Meal preparation and mealtime assistance
- Mobility and equipment support
- Light housekeeping (laundry, tidying, cleaning)
- Companionship and emotional support

You'll also:

- Encourage social engagement and family connections
- Monitor health and report changes
- Maintain accurate documentation
- Respond safely in emergencies
- Work collaboratively with families and professionals

Qualifications

- What You'll Need (Besides a Cape!)
- No experience? No problem!
- We provide full, paid training — all you need is heart, reliability, and the desire to make a difference.

Weekend Concierge

CCTV SIA licence required.

Hours: Saturdays & Sundays / 07:00-19:00

Salary: £17,142 per annum / £13.74 per hour

Location: Nine Elms (SW11)

We have an exciting new permanent opportunity for a Weekend Concierge at our prestigious site in Nine Elms.

You will have the responsibility of being the first point of contact for all residents, visitors, and contractors; being professional in manner and appearance at all times; and available to assist residents, visitors and contractors with any enquiries they may have.

You'll be a people person, go that little bit further to get to know the residents building strong relationships with them on an individual level whilst always being completely professional, courteous and respectful.

You'll be the first and primary point of contact for residents when it comes to any support they need at the place they call home.

Ideally, you'll have all or most of the experience we're asking for:

- Previous residential or other property experience, preferably within a similar role
- Significant experience providing exemplary levels of customer service
- Experience in managing contractors and building works within a busy development
- Awareness of general fire, health & safety and security
- Proven ability to and handle confidential information with professionalism and discretion

Responsibilities

- Meet and greet the residents and answer enquiries by telephone or from callers to the desk.
- Assist the residents, guests and visitors when required.
- Ensure effective security of residents and the building at all times including manning any CCTV and aid the smooth running of car parking facilities.
- Be courteous and helpful to residents, guests, suppliers, tradesmen and the general public.
- Communicate with leaseholders and managing agents in an attentive and personable manner.
- Carry out regular patrols of the entire building and report any faults and/or security breaches found to the Building Manager.
- Perform weekly fire alarm, lift alarm and other regulatory tests and inspections, and report any issues to the Property Manager as well as log/file records for inspection purposes.
- Ensure correct reporting of any security/Health & Safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Issue keys only to correct personnel/residents whilst recording at all times the signing in and out of keys.
- Be responsible for all deliveries to the 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.
- Maintain accurate and timely records for all residents.

Care Assistant

Work Location: West Kensington, Notting Hill, West Kilburn Maida Vale, Paddington, Hyde Park

Pay Rate: Mon – Fri- £14.07 Sun - £14.57 per hour

Shifts work across seven days a week,

DAY - 06:00/7:00 am – 2:00 pm

EVENING – 2:00 pm – 10:00/11:00 pm

Care Assistant: Role & Responsibilities

Our Care Professionals are the extraordinary people who do the everyday things that mean so much to our clients. Supporting them to live safer and supported lives in their own homes, you'll follow individual care plans and assist with personal care, helping clients to bathe, dress, manage incontinence, use the toilet and supporting them with their medication. You'll also help with practical tasks like shopping, mealtimes, and housework.

Helping our clients overcome any mobility problems and other physical disabilities, including helping in the use of, and care of aids/adaptations and personal equipment.

Assisting with domestic tasks such as making and changing beds, tidying rooms, light cleaning, laundry, and emptying commodes.

Our Care Professionals help our clients with personal care such as washing, bathing and toileting arrangements.

Help with eating and drinking by preparing meals, snacks, and drinks, assisting with feeding if required.

Assisting clients with preparing and administering medication.

What else you'll help with:

- Companionship – being a friendly face & preventing loneliness through engaging conversations, activities, and outings.
- Personal Care – all aspects of personal hygiene, including bathing, dressing, grooming, and toileting, while maintaining the client's dignity and privacy.
- Medication Management – collecting prescriptions, providing reminders, and assisting with the administration of medication as per care plan guidelines.
- Nutrition and Mealtimes – preparing tasty and nutritious meals, considering dietary requirements and preferences, and assisting with feeding when necessary.
- Housekeeping – keeping their home just the way they like it, including light cleaning, laundry, and tidying up living spaces.
- Mobility Assistance – help with getting around safely, including transfers, walking support, and using mobility aids.
- Health Monitoring – observing and reporting changes in the client's physical or mental condition to healthcare professionals and family members.
- Social Inclusion – encouraging and facilitating participation in community activities and maintaining connections with family and friends.
- Emotional Support – providing a listening ear, empathy, and reassurance to clients experiencing anxiety, loneliness, or distress.
- Documentation – maintaining accurate records of care provided, incidents, and any changes in the client's condition.

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- Safety and Emergency Response – ensuring a safe living environment, recognising potential hazards, and responding appropriately to emergencies.
- Collaboration – working effectively with other care team members, healthcare professionals, and family members to ensure comprehensive and consistent care.

Qualifications

Hold onto your hats, because you don't need any social care experience to join our merry band of care crusaders! We're more interested in your heart of gold and your ability to sprinkle kindness wherever you go. You'll need to be as resilient as a rubber band and as eager to learn as a curious kitten. Get ready to level up your skills and knowledge as part of our close-knit (and slightly bonkers) team!

While previous experience isn't necessary, you'll need to show us that you've got compassion oozing from your pores, communication skills that would make a UN diplomat jealous, and problem-solving abilities that would impress our Moher Teresa herself! Oh, and a commitment to delivering top-notch, respectful care that would make your gran proud! Have a right to work within the UK (sorry, time travellers from the future need not apply)

RETAIL ASSISTANT - NIGHT SHIFT

Location: Tottenham Court Road

Pay rate: £14.56 (Plus 20% premium between 10:00pm - 6:00am)

Employment type: Fixed-term (Duration - End Date 05.09.26)

Job type: Part time

Contracted hours: 24 per week

Shift pattern: Will be discussed at interview.

As the shifts require work between the hours of 12-4am, all candidates must be 18+ to be considered.

BECAUSE YOU'RE VALUED HERE

Here, we love to do things our way. We help our customers keep up with high fashion at affordable prices. We do everything with passion, high standards and care around here. And if that sounds like you – join us as a Nights Retail Assistant.

What you'll do

As a Nights Retail Assistant, you'll be working hard at night to provide our customers with an amazing experience as soon as they step through the front door the next morning. Here's what this looks like in action:

- Resetting the salesfloor, including creating eye-catching displays and replenishing the stock on the shelves.
- Making sure the stock is correctly priced and that any price changes are clear and visible to customers.
- Handling all stock, stock transfers, deliveries, and removing items from the salesfloor that don't meet our high standards.
- Implement any changes to the salesfloor, such as layout.
- Keeping a tidy and well-organised stockroom.

What you'll bring

- Creating displays that amaze our customers while keeping things running smoothly behind the scenes is an important role at Primark! We need just the right person for the job. Here's what we need from you:
- You're honest, a strong communicator who can also listen, share ideas and get involved where needed.
- You're organised and have excellent attention to detail.
- You're a team player with high levels of motivation, a positive attitude and a willingness to learn.

Because you matter

People are at the heart of what we do, so it's essential that we provide you with the right environment for you to perform at your best. We offer benefits that put YOU first.

- Salary: We offer a very competitive salary.
- Balance: Enjoy flexibility with accommodating shifts.
- Pension: Secure your future with a generous pension scheme.
- Discounts: Use your employee discount in any store.
- Support: Explore our wellbeing initiatives and employee assistance programmes.
- Holiday: Enjoy generous holidays, based on your hours.
- Development: Careers pathways are available to help you reach the next level.

People Operations Administrator (Fixed Term Contract)

Salary: £28,000 - £30,000

Location London SW1P 4LX

This is a Temporary,

Hours: : Full Time

Contract: 6-9 month **fixed-term contract**,

A proactive HR role in a mission-driven nursery group.

Are you organised, curious, and love making things run smoothly behind the scenes? At the London Early Years Foundation (LEYF), we have 43 nurseries across London on a mission to ensure all children get the best start in life. As a charitable social enterprise, we put people before profit - and our People team plays a vital role in supporting our nurseries to make this happen.

As our People Operations Administrator, you'll play an important part supporting HR queries and processes across our nurseries and central office teams. Whether working with nursery managers, responding to our colleague's HR questions or spotting ways to improve how we work, this is more than admin - you'll be enabling our teams to focus on changing early years education across London.

Typical Main Responsibilities in Your Role:

- Manage a busy service desk, handling 40-100 queries a week efficiently, effectively and with empathy and professionalism
- Be the friendly expert, answering questions and ensuring our people receive timely answers they need on pay, policies, and benefits in a clear, approachable way
- Keep our systems and records accurate and up to date
- Help run HR processes including preparing monthly starter and leaver lists
- Be proactive in suggesting new ideas to improve processes
- Respond to external queries including reference requests
- Support with reports, data, and projects to help us work more efficiently

What We're Looking For:

- Credible HR admin experience with a knack for systems, processes and policies
- A natural attention to detail, and care when handling confidential data
- Calm and flexible under pressure, with the ability to adapt when things change quickly
- A team player who loves building positive relationships
- A curious mindset – you're great at spotting patterns or thinking up simple solutions
- A passion for purpose-driven work and willingness to roll up your sleeves
- You'll need the permanent right to work in the UK

We welcome applications from all backgrounds and are committed to building a diverse and inclusive organisation.

Care Assistant

London Care Limited

City of Westminster

Pay Rates

We believe great work deserves great pay! Here's what you can expect:

£14.07 Per hour – Monday to Friday

£14.07 Per hour – Saturday

£14.57 per hour – Sunday

Work Location:

We support service users across North/West London, including the following locations:

Camden Town, Belsize Park, St Johns Wood, Marylebone, Mayfair, Hyde Park, Paddington, Westbourne Park, West Kilburn, Warrick Avenue,

Our services operate 7 days a week, offering a range of flexible shifts to suit different lifestyles:

Sat and Sun Day Shifts: 6:00 / 7:00 AM – 2:00 PM

Evening Shifts: 2:00 PM – 10:00 / 11:00 PM

Support is delivered across the areas listed above, so flexibility and a willingness to travel locally are essential.

We particularly welcome applications from drivers based in or around these areas.

Shift Patterns:

Brighter Days. Fresh Challenges. Exciting Opportunities.

At My Home Care, no two days are ever the same. Every day brings the chance to make a real difference — supporting people in meaningful and rewarding ways that truly change lives.

We value flexibility and reliability and offer consistent work for those who are passionate about making a difference.

Care Assistant: Role & Responsibilities

- Our Care Professionals are the extraordinary people who do the everyday things that mean so much to our clients. Supporting them to live safer and supported lives in their own homes, you'll follow individual care plans and assist with personal care, helping clients to bathe, dress, manage incontinence, use the toilet and supporting them with their medication. You'll also help with practical tasks like shopping, mealtimes, and housework.
- Helping our clients overcome any mobility problems and other physical disabilities, including helping in the use of, and care of aids/adaptations and personal equipment.
- Assisting with domestic tasks such as making and changing beds, tidying rooms, light cleaning, laundry, and emptying commodes.
- Our Care Professionals help our clients with personal care such as washing, bathing and toileting arrangements.
- Help with eating and drinking by preparing meals, snacks, and drinks, assisting with feeding if required.
- Assisting clients with preparing and administering medication.

What else you'll help with:

- Companionship – being a friendly face & preventing loneliness through engaging conversations, activities, and outings.
- Personal Care – all aspects of personal hygiene, including bathing, dressing, grooming, and toileting, while maintaining the client's dignity and privacy.
- Medication Management – collecting prescriptions, providing reminders, and assisting with the administration of medication as per care plan guidelines.
- Nutrition and Mealtimes – preparing tasty and nutritious meals, considering dietary requirements and preferences, and assisting with feeding when necessary.
- Housekeeping – keeping their home just the way they like it, including light cleaning, laundry, and tidying up living spaces.
- Mobility Assistance – help with getting around safely, including transfers, walking support, and using mobility aids.
- Health Monitoring – observing and reporting changes in the client's physical or mental condition to healthcare professionals and family members.
- Social Inclusion – encouraging and facilitating participation in community activities and maintaining connections with family and friends.
- Emotional Support – providing a listening ear, empathy, and reassurance to clients experiencing anxiety, loneliness, or distress.
- Documentation – maintaining accurate records of care provided, incidents, and any changes in the client's condition.
- Safety and Emergency Response – ensuring a safe living environment, recognising potential hazards, and responding appropriately to emergencies.
- Collaboration – working effectively with other care team members, healthcare professionals, and family members to ensure comprehensive and consistent care.

Qualifications

Hold onto your hats, because you don't need any social care experience to join our merry band of care crusaders! We're more interested in your heart of gold and your ability to sprinkle kindness wherever you go. You'll need to be as resilient as a rubber band and as eager to learn as a curious kitten. Get ready to level up your skills and knowledge as part of our close-knit (and slightly bonkers) team!

While previous experience isn't necessary, you'll need to show us that you've got compassion oozing from your pores, communication skills that would make a UN diplomat jealous, and problem-solving abilities that would impress our Moher Teresa herself! Oh, and a commitment to delivering top-notch, respectful care that would make your gran proud!

- Have a right to work within the UK (sorry, time travellers from the future need not apply)

That's what we ask from you. WE TRAIN YOU IN EVERYTHING ELSE!!

Weekday Retail Assistant

Salary: £19,448.67 per annum
Contract type: Contract
Hours: Part time: 25 hours
Closing: 13th July 2026

National Gallery Global Limited (NGG) is a commercial company established to provide revenue for the National Gallery from a range of operations including Retail, Publishing, Loyalty, Sales and Ticketed Experiences, and Hospitality and Events. Our work enhances the visitor experience and helps to safeguard some of the country's most valuable works of art.

The Retail team makes a key contribution towards achieving the commercial objectives of NGG. The ideal candidate for this role will:

- Have proven experience in a commercial retail environment
- A genuine love of selling, together with excellent customer service skills
- Be sales focused and motivated to achieving store targets without hard selling
- Have an interest in art and art history is an advantage

If this sounds like you, we'd love to hear from you!

Interviews will take place 15th July 2026. Please note that the vacancy may close earlier than the stated deadline if we receive a high volume of applications.

Assistant Store Manager

Salary: £26,936

Working hours: 35 per week

Location: London SW1V 1DE

Closing: 17th July 2026

Your new role

Octavia has stayed true to our social purpose for over 150 years, as we continue the pioneering work of our founder, Octavia Hill, in providing homes, support and care for people in central and west London.

Now Octavia has become part of the Abri Group, we're undergoing an exciting period of change that will enable us to grow, do more and ensure those in Octavia homes receive the services they deserve while continuing to honour and build on Octavia Hill's legacy as the founder of the social housing movement.

A key part of ensuring Octavia's vital work in the community is sustainably funded is our retail operations and we're delighted to say a fantastic opportunity has become available for an Assistant Store Manager.

Through our stores in prime London locations, we sell high quality donated goods. Our stores are instrumental in providing a sustainable source of income to support Octavia's vital work in the community, and we need motivated, passionate and forward-thinking people to make this happen and be part of our ambitious plans.

As Assistant Store Manager, you will be supporting the Manager in delivering the highest quality of customer service to our customers and fantastic donors across our premium Central and West London locations (mainly based out of our store located at (Wilton Road, SW1V 1DE) As well as supporting in areas such as increasing sales, stock management and training, you will be stepping up as Store Manager on a weekly basis, so this is a great opportunity for those seeking a new challenge.

For more information, please take a look at the job description below.

Kitchen Porter

Department: Concierge & Porters

Job Level: Team Member

Job Type: Full Time

Hours per week: 40

Date Posted: 12 May

Salary: £13.15 Per Hour + Excellent Benefits

The ideal candidate for the Kitchen Porter role will:

- Be fanatical about standards and genuinely care about the quality of the job they do
- Build excellent relationships with kitchen and front-of-house team members to keep everything running smoothly
- Share our values: Trust, Respect, Teamwork, Enthusiasm, Commitment and Care
- Have previous experience as a Kitchen Porter in a restaurant or hotel

You position will also include the duties of a Goods Receiver who:

- Assures delivered products are checked against purchase specifications and purchase order
- Judges the quality, quantity, and sanitary conditions of products
- Rejects deliveries whenever there is a problem with products, using correct forms
- Verifies weights of products accurately using scale properly and log details
- Verifies all deliveries using the daily delivery report
- Inspects the supplier's invoice for accuracy in quality descriptions, quantities, and prices
- Assures the net weight of products is recorded and checked against the supplier's invoice
- Records date of delivery and products purchase price directly on the product's packaging
- Assures all products billed on the basis of weight are weighted before signing the invoice
- Weigh meat items separately and log details
- Monitor all delivery vehicles for cleanliness and temperature, then log all details
- Counts all products billed based on count before signing the invoice
- Monitors the moving of products to storage ensuring that the most perishable items are removed first
- Issues a request for credit memo when products are spoiled, do not meet specifications, or when too many have been delivered
- Maintains proper key and lock controls to maintain security of storage areas
- Issues goods and products out only after receiving a written requisition signed by authorised staff
- Maintains professional working relationships with suppliers
- Brings needs for repair or maintenance to attention

Trainee Bus Driver

Location: Shepherds Bush Garage

Hours: Full Time

Contract: Permanent

Our Shepherd's Bush garage took a momentous further step towards zero emissions in February 2020 with the introduction of West London's first 24-hour, double-deck electric bus route: Route 94 (Acton Green to Piccadilly Circus).

The electric buses on Route 94 join the 36 single-deck vehicles we introduced in 2018 when we converted to electric operation two other routes: the C1 (Victoria to White City) and the 70 (South Kensington to Chiswick). Our electric buses are making a positive contribution towards the mayor's goal of running a 100 per cent zero emissions fleet in the capital

Being a bus driver is not only about safe driving, it's customer service. Getting people/children to their jobs/school on time, picking people up having done a day's shopping, or dropping them to see friends - you will help with it all!

We know that learning to drive a bus and taking the plunge in a different career may seem scary at first.

We'd just like to offer you reassurance and let you know not to worry, we'll support you if you've never driven anything bigger than a car before! Bus driving is an incredible rewarding career, and our training is world-class and builds confidence in all of our trainees.

We listen to our staff; this is what they said that they love about us: Flexible, friendly, great teamwork, everyone willing to help each other, Respectful and inclusive - everyone is welcome, management are approachable and listen; great job security.

Trainee & PCV drivers need to have; 12-month road experience on UK roads, no more than 6 points, safe driving and customer service skills

What we can offer you:

- Excellent rates of pay
- Working Rest Day payments and variable overtime
- No hidden recruitment costs, we pay for your medical, your background checks and City & Guilds/Btec if you don't hold one.
- Job Security
- Great Development opportunities
- Service-related pay increases
- Company pension scheme
- Pay as you Train
- Gym membership discounts (some locations only)
- High street and other discounts through our provider
- Cycle to work scheme

H2S Self-employed Passenger Assistant

Salary: 13.85ph
Hours: 16 per week
Location: W10

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.
- This role involves physically demanding tasks including assisting passengers with mobility needs. We are committed to making reasonable adjustments wherever possible and would encourage anyone interested to get in touch to discuss the role's requirements.

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.

Administration Assistant

Main area	Paediatrics Administration
Grade	NHS AfC: Band 3
Contract	Permanent
Hours	Part time - 30 hours per week
Site	University College London Hospitals
Town	London
Salary	£31,554 - £33,270 per annum inclusive of HCAS (Pro rata)
Closing	12/07/2026 23:59

Job overview

The Children and Young People's Division are looking to recruit a Band 3 Admission Coordinator.

We are seeking an enthusiastic and bright individual who enjoys working in a busy, friendly, multi-disciplinary team environment to support us in the delivery of a quality service. You will work collaboratively to provide full administrative services to our Children and Young Person's Division at University College London Hospital. This is a permanent part-time role with working hours of 30 hours a week, predominantly on site at 250 Euston Road.

The successful candidate must have excellent customer service and communication skills, a high degree of empathy, diplomacy, and integrity. You will be required to demonstrate sensitivity; an awareness of patients' needs and a commitment to improving patient experience.

As a member of our team, you will have high personal and professional standards and will seek to support those around you to deliver high-quality services. The role will predominantly be in the General Paediatrics team, covering specialties such as infectious disease, epilepsy, asthma, allergy, general paediatrics, paediatric and adolescent urology, surgery, and others. Some examples of the post holders responsibilities are:

- Uploading to epic
- Call reminders
- Booking interpreters
- Checking post
- Booking appointments
- Cancelling and rescheduling appointments
- Validate waiting lists

Main duties of the job

The post holder will play a key role in supporting busy clinical teams and ensuring children, young people and their families receive a high-quality, seamless experience. They will act as a central point of contact, coordinating patient pathways from referral through to treatment, managing appointments, handling queries, and ensuring information is accurate and up to date across Trust systems.

The role requires someone who is highly organised, proactive and able to manage competing priorities in a fast-paced healthcare environment. You will use your initiative and problem-solving skills to anticipate issues, resolve queries efficiently and escalate where appropriate, helping the service meet key targets and maintain smooth day-to-day operations.

Issue Date Friday 03rd July 2026

Strong communication and interpersonal skills are essential, as you will regularly liaise with patients, families and a wide range of healthcare professionals, often providing reassurance and clear guidance in sensitive or complex situations. You should be confident using IT systems and databases, with a keen eye for detail to maintain high standards of data quality and confidentiality.

We are looking for a team player who is adaptable, collaborative and committed to delivering excellent customer service, while also being able to work independently and take ownership of their workload. A positive, flexible approach and a genuine interest in supporting children and young people's services will be key to success in this role.

Knowledge and Qualifications

Essential criteria

- Educated to GCSE level or equivalent, with Grade C or above in English and Maths.
- Knowledge of administrative procedures, acquired through training and/or previous experience of working in an administrative environment.
- Awareness of the requirement to maintain confidentiality, and knowledge of the Data Protection Act.

Desirable criteria

- NVQ Level 3 in Business Administration, Customer Service, Healthcare Support Services or equivalent qualification.

Experience

Essential criteria

- Experience of working in a non-routine environment, with demonstrable evidence of being able to respond to queries and deal with unpredictable situations as they arise (acquired through experience and/or training to Vocational level 3 or equivalent).
- Experience of working in an administrative environment, with knowledge of a comprehensive range of administrative procedures.

Please note, due to anticipated high volumes of applications, this vacancy may close earlier than the listed closing date. You are advised not to delay submitting your completed application