



VACANCIES

Issue Date:

Friday 21st August 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 ****



MAYOR OF LONDON



INVESTORS IN PEOPLE
We invest in people Gold



Nursery Lunchtime Assistant

Hours: Part Time (Mon-Fri 11am-2pm)
Location: Westminster, W10
Salary: £12.71 per hour + amazing benefits
Closing: 31st August 2026

We're the London Early Years Foundation, or LEYF Nurseries for short; a family of 43 nurseries. Our people love working for us because we focus on the child and their family and give them the best start in life.

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

Located close to Queens Park and Kensal Green stations. Katharine Bruce has along-standing team who believe the key to learning is variety. Every day is different! Parents and grandparents come into the nursery to read with the children in different languages

Accounts Assistant

Salary: £18 - £18
Contract: Temporary
Closing: 28 August 2026
Location: Chancery Lane, London

Who we are

Pinnacle Group is a market-leading national provider of housing, neighbourhood and workplace services. With over thirty years of experience, we deliver expert, place-based management and maintenance solutions that enhance the everyday lives of the communities we serve.

We're a people-first organisation with a values-driven culture that has stood the test of time - reflected in the way we care for both our employees and our customers.

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:

- Process and allocate receipts accurately within MRI Qube.
- Complete bank reconciliations and resolve any discrepancies.
- Set up and maintain tenant accounts and tenancy information.
- Raise charges and ensure records are updated in line with tenancy agreements.
- Support month-end and periodic finance activities.
- Maintain accurate financial records and account information.
- Respond to finance-related queries from internal and external stakeholders.
- Assist the team with ad hoc accounting and administrative tasks.

Key requirements:

- Previous experience in an Accounts Assistant or similar finance role.
- Strong working knowledge of MRI Qube.
- Excellent Excel skills.
- Experience posting receipts and carrying out bank reconciliations.
- High level of accuracy and attention to detail.
- Strong organisational and time management skills.
- Ability to work independently and as part of a team.
- Experience within housing, property or real estate would be advantageous.

Our offer

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

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

Static Residential Cleaner

Salary: £14.80 - £14.80

Contract: Temporary

Closing: 26 August 2026

Location: Notting Hill

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

- 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

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

After Sales Administrator

Salary: £30000 - £33000

Contract: Permanent

Closing: 28 August 2026

Location: London, United Kingdom

Who We're Looking For

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

Key responsibilities:

- Monitor and manage the dedicated management pack mailbox, ensuring enquiries are acknowledged and responded to in a timely manner.
- Coordinate the collection of information required for management packs from internal departments and external stakeholders.
- Liaise with legal representatives, leaseholders and internal teams to provide clarification and supporting documentation as required.
- Support sales progression activities to help facilitate successful completions.
- Ensure compliance documentation, leases, planning documents, warranties, service charge information and other key records are stored and readily accessible.
- Maintain up-to-date property, landlord and client records to support efficient pack production.
- Coordinate the collection of all documents and data required for future management pack preparation.

Key requirements:

- Experience in an administrative, property, housing or customer service environment.
- Strong organisational skills with the ability to manage multiple priorities.
- Experience coordinating information across several stakeholders.
- Experience managing shared mailboxes and document management systems.
- Excellent written and verbal communication skills.
- Strong attention to detail and accuracy.
- Proficient in Microsoft Office and SharePoint.

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 including ex-armed forces personnel and their families.

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

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

Customer Assistant - Fashion, Home & Beauty

Location: Pantheon London, Greater London
Contract: Permanent
Hours: 33 hrs Full Time
Salary: £14.74 p/h
Closing: 6th September 2026

Work Pattern

Week 1

Tuesday: 15:00 - 23:00
Wednesday: 15:00 - 23:00
Thursday: 15:00 - 23:00
Friday: 15:00 - 23:00

Week 2

Tuesday: 15:00 - 23:00
Wednesday: 15:00 - 23:00
Thursday: 15:00 - 23:00
Saturday: 15:00 - 23:00

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

Under 18 disclaimer

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

Join M&S as a Customer Assistant in our Fashion, Home & Beauty section, where you'll play a vital frontline role in delivering style advice and five-star service. This isn't just a retail job – it's a role for people who love pace, want to work hard and play their part in delivering our transformation.

We're looking for passionate, fashion-forward individuals who are ready to drive sales, grow our share in the style space, and help customers discover our most on-trend and fashionable products. You'll be a resilient and confident brand ambassador who's ready to serve our customers and sell our latest fashion items.

At M&S, our customers don't wait. You'll be operating in a high-demand environment, rolling your sleeves up and getting stuck in, no matter how busy the day gets.

Being digitally confident is essential. You'll utilise our digital tools, such as the Sparks App and in-store devices, to enhance the customer experience and accelerate the move to the new M&S.

Efficiency and effectiveness are non-negotiable. You'll keep standards sky-high while balancing speed and accuracy, even when the pressure is on.

Being a team player is crucial. You'll contribute to a positive store environment where everyone moves with purpose and energy, supporting each other every step of the way. Flexibility is vital. Retail moves fast – and you'll move faster. You'll adapt to where you're needed, when you're needed, always ready to meet the next challenge head-on.

Weekend Day Concierge

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

Salary: £14.80 per hour

Location: WC1A (nearest station is Holborn)

We currently have an exciting opportunity for a Weekend Day Concierge to join the team at an established boarding school in the heart of central London (WC1A), on a one year fixed-term contract (end date in June 2027).

The Night Concierge will be responsible for providing a welcoming and professional reception service throughout the night, supporting students with any queries or concerns, and helping to maintain a safe, secure and well-managed environment.

You will be a key point of contact for students overnight, providing assistance where needed and escalating any urgent welfare, safeguarding, security or maintenance concerns to the appropriate member of staff.

We are looking for someone who is reliable, approachable and calm under pressure, with excellent communication and customer service skills. Previous experience in a reception, concierge, security or overnight environment would be beneficial, and experience within student accommodation would be advantageous.

Main Duties and Responsibilities

- To provide a welcoming, professional and approachable reception service to students, visitors and staff throughout the night;
- To act as the first point of contact for students with queries, requests or concerns, responding in a helpful and solution-focused manner;
- To manage visitor access and ensure all visitors follow the appropriate sign-in and access procedures;
- To issue and manage student keycards, fobs and other access devices where required;
- To monitor access to the building and remain vigilant regarding any unusual or concerning activity;
- To provide appropriate support to students who require assistance overnight, maintaining a calm and reassuring approach at all times;
- To recognise and appropriately escalate any urgent welfare or safeguarding concerns to the on-call staff or relevant member of the team;
- To conduct regular patrols of the building and communal areas throughout the night, identifying and reporting any issues;
- To remain alert and attentive throughout the entire awake night shift, ensuring the building remains safe and secure;
- To respond appropriately to fire alarms, emergencies and other incidents in accordance with site procedures;
- To contact emergency services where required and immediately notify the appropriate on-call staff member;
- To report and accurately log maintenance issues, incidents, accidents and other relevant information;
- To maintain accurate daily records and complete digital logging systems as required;
- To ensure all relevant incidents, issues and outstanding actions are clearly communicated to the incoming team at the end of each shift;

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- To assist with maintaining a clean, organised and professional reception area;
- To comply with all site health & safety, security, safeguarding and emergency procedures;
- To maintain confidentiality and handle student information appropriately;
- To undertake any other reasonable duties as directed by the management team.

General Requirements

- Previous experience in a front desk, reception, concierge or overnight security role is desirable;
- Previous experience within student accommodation or an education environment would be advantageous;
- Excellent written and verbal English communication skills;
- Strong customer service and interpersonal skills;
- Comfortable using basic digital systems to record incidents, maintenance issues and daily activities;
- Reliable, punctual and able to work independently during overnight shifts;
- Calm and confident when dealing with unexpected situations or emergencies;
- A proactive and helpful approach to supporting students and maintaining the safety of the building;
- Ability to remain awake, alert and attentive throughout the full night shift;
- An Enhanced DBS check will be required prior to starting employment.

Unfortunately, if you have not heard from us within two weeks, please assume that your application has been unsuccessful at this time.

Afternoon Concierge

Hours: either 4 on 4 off, or Monday to Friday (08:00-16:00)

Salary: £14.80 per hour

Location: WC1A (nearest station is Holborn)

We currently have an exciting opportunity for an Afternoon Concierge to join the team at an established boarding school in the heart of central London (WC1A), on a one year fixed-term contract (end date in June 2027).

The Night Concierge will be responsible for providing a welcoming and professional reception service throughout the night, supporting students with any queries or concerns, and helping to maintain a safe, secure and well-managed environment.

You will be a key point of contact for students overnight, providing assistance where needed and escalating any urgent welfare, safeguarding, security or maintenance concerns to the appropriate member of staff.

We are looking for someone who is reliable, approachable and calm under pressure, with excellent communication and customer service skills. Previous experience in a reception, concierge, security or overnight environment would be beneficial, and experience within student accommodation would be advantageous.

Main Duties and Responsibilities

- To provide a welcoming, professional and approachable reception service to students, visitors and staff throughout the night;
- To act as the first point of contact for students with queries, requests or concerns, responding in a helpful and solution-focused manner;
- To manage visitor access and ensure all visitors follow the appropriate sign-in and access procedures;
- To issue and manage student keycards, fobs and other access devices where required;
- To monitor access to the building and remain vigilant regarding any unusual or concerning activity;
- To provide appropriate support to students who require assistance overnight, maintaining a calm and reassuring approach at all times;
- To recognise and appropriately escalate any urgent welfare or safeguarding concerns to the on-call staff or relevant member of the team;
- To conduct regular patrols of the building and communal areas throughout the night, identifying and reporting any issues;
- To remain alert and attentive throughout the entire awake night shift, ensuring the building remains safe and secure;
- To respond appropriately to fire alarms, emergencies and other incidents in accordance with site procedures;
- To contact emergency services where required and immediately notify the appropriate on-call staff member;
- To report and accurately log maintenance issues, incidents, accidents and other relevant information;
- To maintain accurate daily records and complete digital logging systems as required;
- To ensure all relevant incidents, issues and outstanding actions are clearly communicated to the incoming team at the end of each shift;
- To assist with maintaining a clean, organised and professional reception area;

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- To comply with all site health & safety, security, safeguarding and emergency procedures;
- To maintain confidentiality and handle student information appropriately;
- To undertake any other reasonable duties as directed by the management team.

General Requirements

- Previous experience in a front desk, reception, concierge or overnight security role is desirable;
- Previous experience within student accommodation or an education environment would be advantageous;
- Excellent written and verbal English communication skills;
- Strong customer service and interpersonal skills;
- Comfortable using basic digital systems to record incidents, maintenance issues and daily activities;
- Reliable, punctual and able to work independently during overnight shifts;
- Calm and confident when dealing with unexpected situations or emergencies;
- A proactive and helpful approach to supporting students and maintaining the safety of the building;
- Ability to remain awake, alert and attentive throughout the full night shift;
- An Enhanced DBS check will be required prior to starting employment.

Unfortunately, if you have not heard from us within two weeks, please assume that your application has been unsuccessful at this time.

Customer Assistant - Simply Food

Location: Kilburn London, Greater London
Contract: Temporary
Hours: 12 hrs Part Time
Salary: £14.74 p/h
Closing: 6th September 2026

Work Pattern

Week 1

Sunday: 06:00-10:00

Wednesday: 06:00-10:00

Saturday: 06:00-10:00

Week 2

Sunday: 06:00-10:00

Wednesday: 06:00-10:00

Thursday: 06:00-10:00

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.

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

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

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

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

Being digitally confident is essential. You'll utilise our digital tools, such as the Sparks 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.

Caretaker Part Time

Salary: £16000 - £18500 per annum
Location: Knightsbridge / South Kensington (SW7)
Contract: Permanent
Hours: Monday-Saturday 8:00am-12:00pm 24 hours per week

We are looking for a reliable, professional and detail-focused Caretaker/Cleaner to join a small, prestigious private residential building in the heart of Knightsbridge/South Kensington. This is a quiet, low-traffic building with fewer than 10 apartments, making it ideal for someone who takes genuine pride in maintaining a clean, polished and welcoming environment.

About The Role

- Daily cleaning of communal areas and staircases
- Maintaining carpets, mirrors and communal spaces to a high standard
- Keeping the entrance and external areas clean and tidy
- Receiving and distributing resident parcels
- Providing a friendly and professional presence for residents
- Reporting any maintenance or issues within the building

About the Building

- Small, prestigious private residential development
- Fewer than 10 apartments
- Many residences are unoccupied for periods of the year
- Quiet and respectful residents
- No concierge desk or heavy footfall
- High standards of presentation and cleanliness

About You

- Previous experience in cleaning, caretaking or a similar residential environment
- Excellent attention to detail and high standards of cleanliness
- Professional, polite and discreet manner
- Confident spoken English
- Reliable, self-motivated and able to work independently
- Someone who takes pride in their work and enjoys maintaining a beautiful environment

Weekend Day Concierge

Hours: 08:00 – 20:00 (Saturdays and Sundays)

Salary: £14.70 per hour or £18,342 per annum

Location: London (W1W) (nearest station is Oxford Circus or Regent's Park)

We are currently recruiting for a Weekend Day Concierge to work in our beautiful residential developments based in Oxford Circus (W1W). 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

Area Relief Officer

Locations: Westminster

Salary: £13.53 (plus £1 attendance allowance) per hour

Hours: 40 Monday, Tuesday, Wednesday, Thursday, Friday

Driving License: Not Required

About The Role: Days of Working: This is a mobile, multi-site role, requiring flexibility to support operational needs around Central London, shift patterns will vary depending on site requirements.

As an Area Relief Officer, you will play a key role in maintaining a safe, secure and welcoming environment across a group of court and tribunal sites. You will be responsible for overseeing access control, monitoring activity and responding to incidents, ensuring that all visitors, staff and service users are supported in a professional and respectful manner.

This is a mobile, multi-site role, requiring flexibility to support operational needs across a defined area. You will work closely with colleagues and the wider court service to deliver a high standard of security and customer service.

You will work 40 hours per week, Monday to Friday, across sites within a defined radius of your core base. Shift patterns may vary depending on operational requirements, and you may be asked to provide cover at nearby sites. This is a daytime role with no night shifts.

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

- Flexibility to support multiple sites within a defined area
- Provide a professional, welcoming and customer-focused service to all court users
- Control access to buildings, ensuring security procedures are followed at all times
- Operate security equipment including CCTV, x-ray machines and handheld metal detectors*
- Conduct searches in line with site procedures
- Patrol public and restricted areas, maintaining regular communication with control points
- Respond promptly and effectively to alarms, incidents and security concerns
- Accurately record and report all incidents and activities
- Support safe and secure movement of people within the building
- Maintain high standards of professionalism and compliance at all times

The ideal candidate should meet the following criteria:

- Must have Right to Work in the UK and ability to pass an enhanced DBS and BS7858 security clearance**
- A valid SIA Licence and relevant security experience
- Full UK driving licence and use of own vehicle*
- Strong communication and customer service skills
- A professional, reliable and detail-focused approach
- Ability to work across multiple locations and adapt to changing priorities
- Good understanding of security procedures and health & safety practices
- Ability to remain calm and respond effectively in challenging situations

Desirable:

- Experience working within public sector or regulated environments
- Experience using security systems such as CCTV and screening equipment

**** This position is open only to candidates with an unrestricted right to work in the UK. Visa sponsorship is not available for this role.**

Assistant Admin Coordinator

Main area: Women's Health
Grade: NHS AfC: Band 3
Contract: Fixed term: 12 months (Secondment Cover)
Hours: Full time - 37.5 hours per week
Site: University College London Hospitals
Salary: £31,554 - £33,270 Per annum inclusive of HCAS
Closing: 31/08/2026 23:59

The use of AI is monitored and if applicants have used it, then they are required to declare this in their supporting statement.

Artificial intelligence (AI) is a set of technology that can perform various tasks that typically required human intelligence. Your application is your opportunity to demonstrate to us how you meet the requirements of the role.

We recognise that AI tools can support accessibility, equity and confidence for applicants. However, it's important that examples and responses genuinely reflect your own experience and abilities, as these will be explored further during the selection process. AI must not be used to provide misleading or false information during any stage of the application journey.

An exciting opportunity has arisen for a proactive, enthusiastic, and focused Administration Assistant to join the Gynaecology Team in Women's Health.

To be successful, the post-holder will need to have a proven track record of working with waiting time targets and in a patient facing environment. You will be a team player with excellent communication, organisational skills and attention to details drive and desire to improve the patient experience.

The ideal candidate will have a patient centred approach and experience of working within a busy NHS team, self-motivating and able to work autonomously as well as part of a team.

- The Administration Assistant will actively manage the administrative processes attached to patient pathways, ensuring a smooth and efficient service for both the multidisciplinary team and patients, in order to deliver a high-quality administration service, a positive patient experience, and excellent customer service.

Key responsibilities of the role include, but are not limited to:

- Handling incoming calls and completing any required follow-up actions
- Making outbound calls to patients, GPs, and other healthcare professionals as needed
- Managing and responding to emails within the shared mailbox
- Processing patient advice requests via EPIC
- Uploading relevant documentation to EPIC in a timely manner
- Scheduling, cancelling, and rescheduling appointments in line with patient needs and national targets
- Ensuring appointment reminder calls are carried out
- Managing incoming and outgoing post efficiently
- Monitoring and actioning work queues

They will also be expected to provide cross cover during times of leave and heavy workload commitment.

This is 12 months fixed term, full-time role (37.5 hours per week).

The successful applicant will be self-motivated, have excellent interpersonal skills and be patient focused.

Person specification**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.

Cleaner

Salary: 14.80 per hour
Hours: 15 Monday, Tuesday, Wednesday, Thursday, Friday
Location: London SE1

About The Role:

Days of Working: This position will be based at London College of Communication, working Monday - Friday 05:00-08:00 am.

As a Cleaner, you will play an important role in maintaining a clean, safe and welcoming environment for our clients, colleagues and visitors across OCS sites. You will deliver high standards of cleaning and hygiene in line with agreed specifications, health & safety requirements and company values.

This role is responsible for carrying out day-to-day cleaning activities, ensuring that all assigned areas are kept to a consistently high standard, while providing a professional and customer-focused service at all times.

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

- Carry out general cleaning duties in line with site requirements, including vacuuming, mopping, dusting, wiping surfaces and emptying waste
- Clean welfare areas, offices, corridors, washrooms and other designated areas to the required standard
- Replenish consumables such as toilet paper, hand towels and soap where required
- Follow all health & safety, COSHH and cleaning procedures at all times
- Use cleaning equipment and materials safely and correctly
- Report any maintenance issues, damages or hazards to the appropriate supervisor
- Work efficiently to complete tasks within agreed timescales
- Maintain a professional and courteous approach when interacting with customers, clients and colleagues
- Support site-specific cleaning requirements as directed by your manager

The ideal candidate should meet the following criteria:

- Right to Work in the UK and willingness to undergo a DBS check.
- Previous cleaning experience in a commercial, public sector or similar environment (desirable but not essential)
- A good understanding of cleaning methods, equipment and materials
- Awareness of health & safety and hygiene standards
- Ability to work independently and as part of a team
- Good attention to detail and a pride in delivering high standards
- Reliable, punctual and flexible approach to work
- Ability to follow instructions and procedures effectively

Desirable:

- Experience working within Facilities Management (FM) or contracted cleaning services
- Knowledge of COSHH or safe use of cleaning chemicals (training can be provided)

Finance Assistant

Salary: £30,800 to £31,400 per annum dependent on skills and experience.
Hours: Full Time, 40 hours per week
Contract: Permanent
Location: W1U 3BN
Start date: As soon as possible

The Finance Assistant will play a key role in supporting the Finance Team at the Wallace Collection by ensuring the accurate and timely processing of financial transactions, maintaining up-to-date financial records, and assisting in the preparation of financial reports. The role also includes a variety of administrative tasks that contribute to the smooth running of the department. The postholder will demonstrate strong attention to detail, excellent organisational skills, and a high level of professionalism, always maintaining discretion and confidentiality.

The Finance Assistant will work closely with both internal and external stakeholders to ensure accuracy and efficiency in day-to-day finance functions. This position is responsible for processing invoices, expense administration, performing reconciliations, and data entry. The successful applicant must be proactive and willing to take an active role in day-to-day financial procedures and processes.

This role reports to the Finance Manager.

Salary, Benefits and Working Hours

The salary for this post is between £30,800 to £31,400 per annum dependent on

Skills and Experience.

In addition, the post-holder will receive 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- Membership of an Occupational Pension Scheme:
- Alpha – a defined benefit occupational pension scheme (28.97%)
- Partnership pension account - a stakeholder pension
- Interest free loans after six months satisfactory service:
- Interest free season ticket loan
- Cycle to work loan
- Eye Tests
- Occupational Health Service
- Annual Flu Jab
- Employee Assistance Programme:
- Services available 24/7 and 365 days per year to all employees
- Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- Access to Mental Health First Aiders
- Parental Leave
- Training and Development Opportunities

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 09.00 to 17.00.

Please note late applications or applications via a CV will not be considered.

Passenger Assistant - Self employed

Closing Date: 1st October 2026

Hours: 16

Location: W10 5NT

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.
- 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.

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.

Trainee Company Secretary

Expiry date: 23:59, Sun, 13th Sep 2026

Location: London

Salary: £34,854 Per Annum

Benefits: 25 days annual leave + bank holidays (pro rata for part-time)
a contributory pension scheme; an employee assistance programme

Attachments: JobProfile-TraineeCompanySecretaryPB0513_08_2026FINAL(1).pdf

Working hours: Minimum of 35 hours per week

Interview Date: To be confirmed

About the role; We are seeking a **Trainee Company Secretary** to join our Legal Services Unit. This is an exciting development opportunity for someone looking to build a career in company secretarial practice, governance or law.

Working within the Company Secretary's Office, you will play a key role in supporting the governance of The Salvation Army, helping to ensure the effective operation of boards, committees and executive groups.

In addition, as Trainee Company Secretary you will contribute to board and committee administration, statutory compliance activities, governance processes and continuous improvement initiatives, while developing valuable experience in company secretarial practice and governance. You will also support senior leaders, directors, chairs and other stakeholders, working within the Legal Services Unit.

What you'll be doing - You will:

- Support the effective operation of boards, committees and executive group meetings, including scheduling, agenda preparation, forward planning and ensuring the timely flow of papers and actions.
- Prepare and circulate board and committee packs, take and distribute minutes, and coordinate document signing and execution processes.
- Assist in the preparation and quality assurance of board and committee papers.
- Support the development, standardisation and continuous improvement of governance processes, templates and documentation.
- Develop and maintain checklists, templates and tools to improve the quality and consistency of governance outputs, including tracking and monitoring actions arising from meetings.
- Assist with statutory compliance activities, including maintaining statutory records and preparing, coordinating and submitting filings and forms with relevant regulators.
- Support board and committee induction, training and development activities.

About you - You will be:

- Interested in developing a career in company secretarial practice, governance or law.
- Experienced in providing high-quality administrative, secretarial or executive support within a professional environment.

Issue Date Friday 21st August 2026

- Highly organised, with excellent attention to detail and the ability to manage competing priorities.
- A strong communicator who can build positive and collaborative relationships with a wide range of stakeholders, including senior leaders.
- Professional, discreet and able to handle confidential and sensitive information with integrity.
- Comfortable using Microsoft 365 applications and willing to learn governance and legal technology platforms, including Diligent.
- Able and willing to work and be empathic with the Christian values of The Salvation Army.

Desirable

- Company secretarial qualifications or studying towards them.
- A legal qualification, legal studies background or experience working within a legal environment.
- Experience of improving governance, administrative or business processes.
- Experience of working in a faith-based or charitable organisation.

Our values

We are looking for someone who reflects our values of integrity, accountability, compassion, passion, respect and boldness, and who is comfortable working within a mission-led organisation.

School Support Officer

Company:	La Sainte Union Catholic School
Salary:	NJC Scale 2, SCP 2, TTO - £25,876.32
Hours:	Full-time
Location:	London, NW5 1RP
Working pattern:	On-site
Job type:	Permanent
Closing date:	6 th Sept 2026

Required As Soon As Possible

The Governors of La Sainte Union Catholic School are seeking to appoint a proactive and experienced School Support Officer to join our friendly and dynamic support team. This is an excellent opportunity for a highly organised individual with strong communication skills and a positive, can-do attitude. The successful candidate will work across the school to provide both administrative and student-facing support. This is a varied role requiring flexibility, attention to detail, and the ability to work well with both staff and students. You will also assist with domestic and logistical support for key school events, helping to ensure the school is always operating efficiently and presented at its best.

This is a full-time position; however, part-time applications will be considered, provided the core hours of 10:50am–2:05pm are covered each day.

Key Responsibilities Include:

You will play a vital role in both supporting school operations and ensuring the wellbeing of students. You will play a vital role in both supporting school operations and ensuring the wellbeing of students throughout the day. Key responsibilities include:

- Student supervision – including during breakfast club, break and lunchtime, in after school clubs and activities, on trips, sessions during lesson times such as in the library, and as part of the on-call system.
- Administrative support – including general support to departments across the school, data and exams administration, and reception duties.
- Domestic duties – you will also work closely with the site and admin teams to ensure the school is well presented and fully operational, especially in preparation for key events in the school calendar.

There is also the possibility to be considered for a paid step-up opportunity to lead colleagues in the School Support Officer team, which will be discussed at interview.

La Sainte Union welcomes applications from all members of the community, irrespective of race, religion or belief, gender, sexual orientation, age, and disability, to ensure that the staff is representative of our school and its community. Join us in shaping the future of our students and helping them to become Bright Women with Bold Futures!

School Support Officer

Contract: Permanent,
Hours: Term Time Only, Plus Inset Inner London Pay Range
Salary: NJC Scale 2, SCP 2, TTO - £25,876.32 Required
Required: As Soon As Possible
Closing: Monday 31st August 2026 by 8am

The Governors of La Sainte Union Catholic School are seeking to appoint a proactive and experienced School Support Officer to join our friendly and dynamic support team. This is an excellent opportunity for a highly organised individual with strong communication skills and a positive, can-do attitude. The successful candidate will work across the school to provide both administrative and student-facing support. This is a varied role requiring flexibility, attention to detail, and the ability to work well with both staff and students. You will also assist with domestic and logistical support for key school events, helping to ensure the school is always operating efficiently and presented at its best.

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- Administrative support – including general support to departments across the school, data and exams administration, and reception duties.
- Domestic duties – you will also work closely with the site and admin teams to ensure the school is well presented and fully operational, especially in preparation for key events in the school calendar.

Strong ICT skills and the ability to communicate professionally and calmly with students, parents, staff, and visitors are essential. You should be comfortable working independently, able to prioritise tasks effectively, and willing to take initiative. Previous experience in a school or educational setting would be advantageous but is not essential, as full training will be provided. There is also the possibility to be considered for a paid step-up opportunity to lead colleagues in the School Support Officer team, which will be discussed at interview.

La Sainte Union welcomes applications from all members of the community, irrespective of race, religion or belief, gender, sexual orientation, age, and disability, to ensure that the staff is representative of our school and its community. Join us in shaping the future of our students and helping them to become Bright Women with Bold Futures!

Food Service Assistant

Company:	Sodexo Ltd
Salary:	£13.45 - £13.45
Hours:	Full-time 6.5 hours per day, 8am-3pm
Location:	Steeple, SW1A 1AA
Job type:	Permanent
Closing date:	19 Sept 2026

Serve incredible food, enjoy incredible perks.

Be part of a team where great service and good food come together. Explore what Sodexo can bring to the table. Step into a role where you bring energy to every shift, serving delicious meals and brightening our customers' day with every interaction. A role where you're paid to put a smile on someone's face. Feed our customers, and we'll fuel your career!

What you'll do:

Deliver friendly and welcoming service to colleagues, clients, and customers
 Assist with daily service set up, food prep and serving from our tempting menus
 Keep service and dining areas clean, tidy, and well-organised
 Work closely with the kitchen team to keep everything running smoothly
 Follow food safety, hygiene, allergen and storage guidelines

What you'll bring:

- Experience in hospitality or food service is a bonus, but we'll give you full training!
- Communication skills and a friendly, can-do attitude
- A focus on cleanliness and hygiene
- A team-player, with willingness to help out

Sales Assistant

Location: Acton

Hours per Week: 8 hours with the opportunity to work more hours.

Shift pattern: Part-time - flexible shift patterns across mornings; afternoons; evenings and weekends, which will be discussed further at interview

Salary: £9.95 - £13.15 per hour

If you love retail, you're in the right place.

Are you looking to join a great place to work? We are recruiting for a Sales Assistant to join the team!

Let's talk about the job:

No two days are the same here at Savers and the ideal Savers Sales Assistant has a positive can-do attitude, who loves getting involved and working as part of a team. You are all about making our customers feel great and leaving them with that Savers smile. You are the hero in store that ensures our store standards are insta worthy. We recognise you are the future leaders of Savers. The challenge doesn't stop there – our SAs are well known in their store, as they get the opportunity to connect with their local community and offer our customers the best deals on the high street.

plan, steered by us and driven by you!

Let's talk about you:

- Are you passionate about the products we sell?
- Are you excited to work in a fast-paced retail environment?
- Do you love getting stuck in and being a team player?

Let's talk about the benefits:

- Up to 33 days holiday entitlement
- Company sick pay and pregnancy loss policy.
- Wagestream - access to an app that gives you power over your pay and supports financial wellbeing
- Aviva Digicare Workplace+ - access to free digital healthcare services such as digital GP appointments and mental health consultations
- Discount deals with over 3,000 retailers, including a discount card with our sister company, Superdrug
- Employee Assistance Programme with Retail Trust
- Your career, your way – a clear progression

If you can say yes to all those things - whilst keeping people at the heart of everything you do - then this could be the career opportunity you have been searching for!

RETAIL ASSISTANT - NIGHT SHIFT

Location: White City

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

Employment type: Fixed term (until 31st October 2026)

Job type: Part time

Contracted hours: 30 hours 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.

Trainee IT Administrator

Salary: Competitive
Hours: Full Time
Location: London, W2 3BA

ROLE OVERVIEW

Montcalm Collection are looking for an enthusiastic Trainee IT Administrator to join our team. This opportunity is ideal for someone with a genuine passion and curiosity for technology who is keen to learn hands-on within a fast-paced hospitality environment.

You will support our IT team across a group of hotels and office locations, helping with the day-to-day tasks that keep our technology running smoothly. You will also have the opportunity to shadow our central Helpdesk team, gaining valuable hands-on training, with scope to progress within the team as your skills and confidence develop.

KEY RESPONSIBILITIES

- Unpacking IT assets such as computers, phones, accessories, and labelling them as per our standard.
- Setting up and configuring IT assets as per our standard.
- Creating orders for IT equipment via our purchasing platform.
- Receiving IT orders, including locating delivery notes and keeping record of them as per our standard to complete the purchasing process.
- Using our asset management tool to accurately record information of our assets and maintain existing records held, ensuring they are kept up to date with any changes.
- Keeping IT working spaces and storage areas organised, which may involve some lifting.
- Assisting with installations of IT assets, including computers, printers, televisions, telephones, networking equipment and CCTV cameras.
- Supporting and shadowing our central Helpdesk team as required, building exposure to remote and onsite tasks and duties.
- Other ad hoc IT tasks given to you by the IT Manager.

REQUIREMENTS AND SKILLS

- No formal IT experience is required, but a genuine interest in and passion for technology is essential.
- A willingness to learn on the job, with plenty of hands-on training and support provided.
- Basic understanding of everyday IT equipment such as laptops, desktops, tablets and mobile phones.
- Good organisational skills, with strong attention to detail and accuracy, particularly when recording asset information.
- Ability to lift and move IT equipment as part of daily duties.
- Excellent communication and interpersonal skills. The candidate needs to be customer centric with a positive demeanour.
- Ability to work both independently and as part of a team.
- Proactive and reliable.
- Willingness to travel between sites at short notice within London.
- Flexibility to work in any shift timings, including Saturday and Sunday, based on department requirements.

ELIGIBILITY

Candidates must be authorised to live and work in the UK. Currently, visa sponsorship is not available for this role.

Administrator (Education & Wellbeing)

We are 4 Day Week employer

Location: London or Liverpool

Postcode: EC3A 7LP

Contract: Permanent

Salary: £26,227.50 per annum FTE

Closing: Tuesday, September 15, 2026

Purpose of the role

Working as a pivotal member of the team to provide admin support to the Assistant Director of Education & Wellbeing. To also provide admin support to the education management team including the Head of Education & Wellbeing and Head of Commercial Development.

Essential criteria

- Experience of providing administrative support
- Experience of creating reports
- An understanding of confidentiality
- Proficient in industry standard software including Microsoft Word and Excel
- High attention to detail and accuracy

About the role:

- Hours: Full-Time 37.5 Hours per week (Part-time 3 days or more will also be considered)

(Upon completing your probationary period, you will be eligible to join the 4 Day Week program, which allows you to work 20% fewer hours without a decrease in salary)

- Contract: Permanent
- Location: London or Liverpool
- Salary: £26,227.50 per annum FTE
- Closing date: 15/09/2026
- **Application Tip:** Ensure your *supporting statement* refers to the person specification as this will assist in a successful sift through to the interview stage.

About Brook:

Brook is the UK's leading sexual health and wellbeing charity. We are committed to changing attitudes, challenging prejudice and championing equality.

Our unique combination of clinical services and education programmes are designed to meet individual needs and instill positive behaviours that influence their whole lives. Our digital solutions help us reach even greater numbers of young people and professionals, and our expansion into all-age services ensures

that whole communities can benefit from our inclusive, non-judgmental approach to sexual and reproductive health.

We are continuously listening to and learning from our service users and the communities we support. We amplify the voices of those who face barriers to access, ensuring that sexual health remains high on the political agenda and that law, policy and practice is aligned with what they need.

Benefits of working for Brook:

- **4 Day Week (Working 20% hours less without salary decrease)**
- Annual leave – 28 days per annum, increasing up to 33 days plus 8 bank holidays
- Sick pay (from 3 up to 12 weeks fully paid)
- Flexible working
- Gratitude scheme
- Assisted purchase scheme
- Cycle to Work up to £1k
- Employee Assistance Programme (EAP)
- Long service awards
- Maternity and paternity pay
- Pension scheme – Employee pension contributions matched by Brook up to 4% of qualifying earnings
- Training and development opportunities
- Coaching

Please note - this role requires the successful applicant to undertake an **enhanced DBS check**. Candidates must be able to provide paperwork demonstrating their **right to work in the UK**.

Please note: internal applicants with live sanctions will not be considered for this role.

We reserve the right to close this vacancy when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to submit your application as soon as possible.

Due to the high number of applications for this post, it will not be possible to respond to every application. We will contact you within 4 weeks of the closing date if you have been shortlisted for the role.

Thank you for your interest in working for Brook.

***Brook Safeguarding with Purpose
Working with People Safely. Safe Place, Safe People.***

Communications Officer (Media and Digital)

Reporting to: Head of Communications and Engagement

Location: Hybrid, 2 days per week in London office

Contract: Part time (30 hours) permanent

Salary: £35,000-£40,000 FTE (£30,000 - £34,285 Pro rata)

Closing Date: 31st August 2026

About the Role

We're looking for an enthusiastic and proactive Communications Officer to work with our communications team to raise the profile of our work in the media and online.

Reporting to the Head of Communications and Engagement, you'll play a central role in delivering our day-to-day communications activity, with a particular focus on press relations, media opportunities and rapid-response communications. Working across a range of programmes, you'll help ensure our analysis and commentary reaches key audiences and that our expertise contributes to the wider debate on energy and climate issues.

As part of a small communications team in a growing non-profit, this is a hands-on role that combines media relations, editorial support and content creation. You'll help to secure media coverage, provide quality control and work closely with colleagues to ensure our work has impact.

You'll also support our digital communications activity, helping to maximise the reach and impact of our content across channels.

Key Responsibilities

Press Office and Media Relations

- Support the day-to-day running of the organisation's press office function and media monitoring.
- Assist with drafting and distributing press releases, comments and briefings.
- Build and maintain strong relationships with journalists, producers and media contacts across national, regional, trade and broadcast media.
- Assist with pitching stories, reports and expert commentary to media outlets.
- Coordinate media requests and support colleagues and spokespeople with interviews and media appearances.
- Maintain media databases, journalist contacts and coverage records.
- Help to proofread and ensure consistency of tone across communications.

Digital Communications

- Work closely with colleagues to amplify coverage across digital channels.
- Adapt content for websites, newsletters and social media platforms.
- Support the creation of engaging written, visual and multimedia content where required.
- Help maintain and organise communications assets, including images, case studies and content libraries.

Monitoring and Evaluation

- Produce regular coverage reports and support evaluation of communications activity.

Person Specification

We're seeking someone who is creative, detail oriented and highly organised, with a strong news sense and a passion for using communications to drive social impact.

Issue Date Friday 21st August 2026

You'll be comfortable working in a fast-paced environment, juggling competing priorities and responding quickly to emerging opportunities. Most importantly, you'll enjoy being part of a small, collaborative team where everyone contributes across a wide range of projects and where communications plays a vital role in advancing the organisation's mission.

Essential

- Experience working in communications, press office, PR or media relations role.
- Excellent written and verbal communication skills, with the ability to write clearly for different audiences and channels.
- Experience drafting press releases, media statements or other communications materials.
- Experience creating content for social media and digital channels.
- An understanding of the UK media landscape.
- Ability to respond effectively to fast-moving issues.
- Excellent organisational skills and ability to manage multiple projects and competing deadlines.
- Strong interpersonal skills and a collaborative approach to working with colleagues across an organisation.
- A commitment to the mission and values of the organisation.

Desirable

- Experience working in a charity, nonprofit, or advocacy environment.
- Experience building relationships with journalists or external stakeholders.
- Familiarity with media monitoring and evaluation tools.
- Working knowledge of platforms such as Adobe Photoshop, Adobe InDesign and Mailchimp.
- Experience using website content management systems.

Use of AI

We understand that AI is a useful tool in work, and you may choose to use it in your application. Please bear in mind that all job applications are reviewed by humans and we'd like to see your human side too! We want to hear about your real experiences and achievements, not what AI thinks we want to hear. Please note that over reliance on AI may impact your chances of being shortlisted.

Current live vacancies available via our Brokerage Partner,

To access these opportunities and get more information

Please contact your adviser to be registered on to the portal today!

***These opportunities are not publicly advertised.**

Job Title	Location	Postcode	Positions	Hours P/W
Reception and Events Manager	City of London	NW1 8TT	10	45
Security Officer	London		8	36
Security Officer	City of London	EC12M 1QS	3	42
Security Duty Shift Manager	City of London	EC12M 1QS	2	42
Security Relief Officer	City of London	EC12M 1QS	4	42
Cleaning Operative	City of London	UB3 4DG	11	40
Security Operations Centre Operative	City of London		8	56
Security - Weekend Day Shift Security Officer	Greater London	EC2Y 9AR	14	24
Members Safety Officer	City of London		11	60
Security - Security Officer	City of London		9	36
Security - Duty Security Manager	Greater London	EC2Y 9AR	4	42
Front of House Manager	City of London		1	45
Loading bay Officer	City of London		11	60
Security - Security Supervisor	City of London	WC2N 6HT	4	56
Security - Security Supervisor	Greater London	W12 7FQ	10	42
Cleaning - Cleaning Operative	Outer London	E6 2AU	9	32.5
Security - Security Officer	Outer London		2	0
Cleaning - Cleaning Operative	Greater London	E14 0BL	12	35
Cleaning Operative	City of London	N18 3QX	9	35
Cleaning Operative	Newham	E6 2AU	10	37.5
Cleaning Operative	Greater London	SW4 6ST	11	30
Cleaning - Cleaning Operative	Lambeth	SW4 6ST	10	30
Cleaning Operative	Croydon	CR2 6EL	12	21
PCV Shunting operative	Brixton	SW2 4TB	10	35
Cleaning - Cleaning Operative	Outer London	E6 2AU	9	37.5
Cleaning - Cleaning Operative	Outer London	E62AU	9	32.5
Security - Security Officer	Outer London		2	0

Paddington Development Trust Training

Gain new skills • Boost your career • Study for free

FREE COURSES

EARLY YEARS & CHILDCARE

- Level 1 Award
Working with Children
- Level 2 Diploma for the
Early Years Educator
- Level 3 Diploma for
Working in the Early Years Sector
(Early Years Educator)



TEACHING & EDUCATION

- Level 3 Diploma in
**Specialist Support for Teaching
and Learning in Schools**

DIGITAL SKILLS

- Level 2 Award in
Digital & Creative Industries
- Level 2 Certificate in
Digital & Creative Industries
- Level 2 Diploma in
Digital & Creative Industries

LEARNER SUPPORT

Eligible learners may receive a range of support, including:

- ✓ **Personal learning support**
- ✓ **English, Maths, IT**
- ✓ **Employability support**
- ✓ **Financial Support** may be available for: Laptop Loan; Travel expenses, DBS (Disclosure and Barring Service); Childcare costs.

All supports are subject to eligibility and individual needs.

SCAN TO APPLY



PDTT

020 7266 8241

training@pdt.org.uk

www.pdt.org.uk/pdt-training



MAYOR OF LONDON