



VACANCIES

Issue Date:

Friday 18th September 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 ****



www.pdt.org.uk



Lettings Officer

Salary: £30000 - £30000
Contract: Permanent
Closing: 5 October 2026
Location: London, United Kingdom

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:

- Manage lettings process on multi tenure properties using choice-based lettings systems, CRM and referencing systems.
- Progress applications through affordability assessments and referencing. Ensuring applicants are kept updated throughout their application journey.
- Coordinating move in appointments and arranging sign up of tenancies. To work alongside our income team to take rent in advance payments and ensuring compliance documents are issued/registered accurately and within correct time frames.
- Lead and manage the administration of the client's customer portal and responding to applicant queries. Ensuring high quality responses are provided to Customers and the clients systems are kept fully updated.
- Ensure all affordable and social tenancies are logged on CORE in a timely manner to meet compliance requirements.
- Drafting addendums, pet licences, parking agreements and various other legal documentation.
- Ensuring invoices are checked for completion and paid in a timely manner.
- Ensure excellent customer service is at the forefront of all interactions and assist with successfully onboarding residents to their new homes.
- Communicate clearly and effectively with residents, managing the digital customer contact.

Key requirements:

- Strong background in Affordable and Social Lettings, with a clear understanding of complex council nomination processes.
- Highly organised, able to manage competing deadlines and work effectively under pressure.
- Excellent administrative and communication skills, with strong attention to detail.
- Proven ability to deliver outstanding customer service in a fast-paced, ever-changing environment.
- Proficient in IT systems (Word, Excel, CRM platforms) and capable of performing a wide range of housing management and administrative tasks.

Care Worker

Salary: £27010 per annum
Location: Marylebone, Penfold Court
Salary: Hours: 35 per week
Closing: 28 September 2026

Shift Pattern: Over 7 days, must be available to work weekends, mornings and evenings

Are you looking for a career that's both rewarding and offers opportunities to develop, but dread the thought of a desk job?

Are you a people person who can strike up a conversation with anyone?
Do you want to finish work knowing you've made real a difference to someone's life?

If this sounds like you – we've got the perfect match!

As a Care Worker with Housing 21 you'll be part of a friendly, supportive team as you work together to support our residents. Once you're at work that's it – no travelling between calls as residents live independently in their own apartments within our schemes, which also offer communal lounges, gardens, cafés/bistros and hair salons for them to enjoy.

Working with familiar residents and colleagues every day, you'll build strong relationships and feel part of the Extra Care family. We want to make sure you feel valued too and have developed our offer to set us apart from the wider care sector.

Our Care Workers:

- You are paid by the hour, not by the job. **£14.80 per hour, full time equivalent £27,010 per annum (based on working 35 hours per week)**
- Receive benefits including Holiday Pay, Occupational Sick Pay, Maternity Pay and access to our Health Cash Plan
- Will be supported to achieve relevant qualifications
- Can join our Extra Care Academy - support and training to progress into management

Is it for me?

You don't need experience or any qualifications to be a Care Worker; just a positive attitude and kind manner. In fact, if you have ever cared for a relative or friend, raised children, or helped a neighbour with shopping or gardening you have already displayed a lot of the skills we require!

We offer full training together with recognised qualifications and, if you want to take your career in care a step further, joining our Extra Care Academy can help you progress into a management role. Many of our Managers and Assistant Managers in Extra Care started out as Care Workers in our schemes.

All you need is:

- To be kind and friendly
- Good written and verbal English communication skills
- Commitment to undertake necessary further training

- A genuine desire to help people
- Reliability and flexibility
- The ability to use your initiative
- To remain calm under pressure

About the role

Everyone is different but what stays the same is our commitment to offering high standards of care to all our residents regardless of their care needs – enabling them to live their best lives.

Our residents tell us how important our Care Workers are to them, being a friendly face, brightening their day and helping to make life worth living by doing the simplest of things. Tasks can include:

- Supporting with household and domestic tasks, such as laundry, shopping, cleaning, and financial transactions such as paying bills.
- Making meals, drinks and snacks where necessary.
- Encouraging and enabling residents to follow agreed care plans.
- Assisting residents with getting up in the morning, providing personal care including washing / bathing and dressing; helping with undressing and going to bed in the evening, as well as providing help and ensuring medication is taken as required.
- Putting resident wellbeing at the heart of the service, going the extra mile to ensure our residents can live their best lives and ensuring managers and key agencies are kept informed of progress.

Income Collection Officer

Salary: £35000 - £35000
Contract: Permanent
Closing: 19 October 2026
Location: London, United Kingdom

Who we are

Pinnacle Group is a leading UK private sector provider of housing and neighbourhood services, managing and maintaining communities where people live, learn, work and play. We're a people-first organisation with a values driven culture that has remained consistent for thirty years; living through how we treat our employees and our customers.

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

Clean Team Member

Location: Moorgate FWC
Contract: Permanent
Hours: Part-time 6 hours per week
Salary: £27,768 pro rata

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 a Clean Team Member, you will:

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

Helping you feel good.

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

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

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

Female Clean Team Member

Location: Islington FWC
Contract: Permanent
Hours: Part time 16 hours per week
Salary: £27,248 pro rata

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

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

As a Clean Team Member, you will:

- Clean and prepare a range of areas at our club
- Care about our customers
- Take pride in your work
- Experience in a similar role, you will be well organised and will ensure that cleaning processes are followed and that the location is clean, pleasant and safe for customers.
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A major part of this role will involve cleaning the female changing rooms and so we require a female Cleaner only for this role. This in no way affects any other candidate rights. Exemption is claimed under the Equality Act 2010 Part 1 Schedule 9.

Customer Assistant - Food

Location Finsbury Park
Hours Part Time
Contract Permanent
Contract end date: 24/10/2026
Salary £14.74 p/h
Closing date: 1st October 2026

WorkPattern

Monday: 05:00-10:15

Tuesday: 05:00-10:15

Saturday: 05:00-10:15

To comply with health and safety legislation and keep our colleagues safe in the workplace, colleagues in this role must be 18 years of age or older.

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

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.

Customer Assistant

Location: Chiswick
Hours: Part Time
Contract: Temporary
Contract end date: 09/01/2027
Salary: £14.74 p/h
Closing date: 1st October 2026

Work Pattern

Wednesday 0000- 0800
Thursday 0000- 0800
Friday 0000- 0800
Saturday 0000 - 0800
"Under 18 disclaimer

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

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

As a Customer Assistant in our Food section, where you'll 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.

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New Store Opening Customer Assistant Operations

Location: Elephant and Castle
Hours: Full Time
Contract: Permanent
Salary: £14.74 p/h + £3.00 p/h unsocial premium
Closing: 24th September 2026

Work Pattern:

Week 1:

Monday: 04:00-12:00
Tuesday: 04:00-12:00
Wednesday: 04:00-12:00
Friday: 04:00-12:00
Saturday: 04:00-12:00

Week2:

Sunday: 08:00-16:00
Monday: 04:00-12:00
Wednesday: 04:00-12:00
Thursday: 04:00-12:00
Friday: 04:00-12:00

Under 18 disclaimer:

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

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

Join our team at M&S as a Customer Assistant in Operations, you'll be the backstage powerhouse of our stores. It's a physically demanding, high-intensity role that keeps our stores running like clockwork. If you're ready to roll your sleeves up and work smart, this is the role for you.

You'll be responsible for stock, deliveries, and all the vital behind-the-scenes work that ensures our shop floor stays full, clean, and ready for our customers to shop. There's no room for delay. You'll be fast, focused, and always one step ahead, keeping the flow of products moving with urgency and accuracy.

Flexibility is vital. You'll work across the wider store where needed – always keeping up with the pace and demands of retail.

Being digitally confident is essential. You'll use digital tools confidently to track deliveries and manage stock efficiently, always focused on availability and speed.

Being a team player is essential. You'll be a key cog in a big machine, working across functions and supporting colleagues across the store.

Flexibility is vital. From early morning deliveries to shifting stock late into the day, you'll adapt quickly to keep things moving.

This is a role for people who move with purpose. Are you ready for it? Take Your Marks and apply today.

Catering assistant

Location: St Pancras Hospital,
Hours: part-time Sat & Sun, 12:00pm-14:30pm & 17:00-19:30pm.
Salary: £13.85 per hour
Hours: 10
Days: Saturday, Sunday
No Driving License Required?

About The Role:

As a Catering Assistant, you will support the delivery of a high-quality food and hospitality service, helping to create a welcoming and efficient catering environment for customers, clients and colleagues. You will assist with food preparation, service and cleanliness, ensuring standards of hygiene, safety and customer care are consistently met.

This role plays an important part in the smooth day-to-day operation of catering services, working as part of a team to deliver a professional, friendly and reliable service.

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

- Assist with basic food preparation in line with menu requirements and food safety standards
- Serve food and beverages to customers in a friendly and professional manner
- Support the set-up and close-down of catering areas, including counters and seating areas
- Maintain cleanliness of kitchen, service and dining areas
- Wash up utensils, dishes and equipment as required
- Replenish food, beverages and consumables during service periods
- Follow all food safety, health & safety and hygiene procedures at all times
- Use catering equipment safely and correctly
- Work collaboratively with colleagues to ensure smooth service delivery
- Provide a positive and customer-focused experience at all times

The ideal candidate should meet the following criteria:

- Right to Work in the UK and willingness to undergo a DBS check.
- Previous experience in a catering, hospitality or food service environment (desirable but not essential)
- A basic understanding of food hygiene and safe handling practices
- A positive, friendly and customer-focused attitude
- Ability to work well as part of a team in a fast-paced environment
- Good timekeeping, reliability and a flexible approach to work
- Willingness to follow instructions and procedures

Desirable:

- Level 2 Food Safety or Food Hygiene Certificate (or willingness to undertake training)
- Experience working within Facilities Management (FM) or contract catering services

RETAIL ASSISTANT - NIGHT SHIFT

Location: Primark White City

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

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

Contracted hours: Part-time 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 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.

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.
- Candidate who have worked in warehouse or have experience working in a supermarket.

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.

Night Concierge

Hours: 4 on 4 off (20:00-08:00)

Salary: £31,558.80 per annum / £14.45 per hour

Location: Tottenham Court Road (W1F)

We are currently recruiting for a new Night Concierge to become a part of the team at our new luxury site in central London (W1F). The concierge is the first point of contact for all residents, visitors, and contractors. They must be professional in manner and appearance at all times and available to assist residents, visitors and contractors with any enquiries they may have in a positive, solution-oriented way.

Exceptional customer service skills with excellent attention to detail with an uncompromising outlook to maintaining the highest standards is a must. Outstanding communication skills, both written and verbal. Confident and dynamic speaker, able to communicate and interact effectively with residents and others. Enthusiastic, proactive and positive personality with ability to build trusting relationships with residents, colleagues and others.

We will require 2 years' minimum of residential concierge experience at a luxury establishment.

Main duties and responsibilities:

- To meet and greet all residents, visitors, contractors in a courteous and professional manner at all times;
- To act as the first point of call of all incoming telephone, intercom, email and face-to-face enquiries, responding to queries efficiently and positively;
- To receive and log parcels and packages on behalf of residents;
- To hand over parcels, packages, keys (and other logged items) to residents when they come to collect from the reception (asking for ID where resident unknown or for written authority from resident if third party is coming to collect item on their behalf);
- To log all resident written instructions under relevant apartment number on the concierge database;
- To request all verbal instructions from residents to be made in writing (email) and logged under appropriate apartment number on the database and filed in appropriate apartment folder on Outlook;
- To ensure all new residents register with the concierge team, providing names and contact details of all those living in the apartment for entry on the concierge database;
- To enter new resident (tenant) details on the database under relevant apartment number profile. Email new resident(s) their database login details and Welcome Letter outlining site procedures and services;
- To programme door entry fobs, key cards and enter telephone number on door entry intercom panels (where applicable);
- To forward any resident complaints, breach of leases (i.e. subletting, loud noises, pets) to the Building Manager;
- To assist with arranging apartment access for PMM contractors (HIU, Sprinkler Head, Window Cleaning etc.);
- To perform end of shift parcel and key audits. Resolving any discrepancies before the end of your shift;
- To perform weekly fire alarm, lift alarm and other regulatory tests and inspections. Report any issues to the Building Manager and log/file records for inspection purposes;

Issue Date Friday 18th September 2026

- To be familiar with the site fire activation and evacuation procedures and evacuation points;
- To ensure the effective communication of site issues and events to colleagues (and temporary staff) by producing/updating the Handover Notes & Instructions at the end of your shift;
- To perform frequent site inspections and patrols reporting any issues found and taking a proactive and solution orientated approach to temporarily fixing any of issues that may pose a health and safety risk to residents and others.

General:

- To comply with company email, telephone and internet policy and procedures;
- To adhere to company dress/uniform code/policy, to be smart and tidy at all times while on duty;
- To comply with all health & safety and personal protective equipment requirements of the site;
- To contact the local police station immediately in the event of any suspicious behaviour or the non-emergency number 101 as applicable. You should ensure that the telephone number of the local police station is readily available and in emergencies dial 999 and make note of the police reference number for site reference and reports;
- Under no circumstances is alcoholic drink to be consumed during your working shift. This includes any lunch time or break period. In addition, smoking is not permitted in the building and anywhere else in the development except of the designated areas.
- Health and Safety is of paramount importance. Do not take risks. You must never put yourself, a colleague, contractor, resident or visitor in a dangerous position. All areas of risk must be labelled, sealed off and suitable warnings put up. All incidents should be reported to the Building Manager (PMM) and your Account Manager.
- If contractors attend site and you are unhappy with the manner in which they are working and believe it presents a hazard then they must be politely told to stop work and you must inform the Building/Property Manager;
- You must not undertake private jobs for the residents. The Employers Liability insurance only covers you whilst you are carrying out your duties in the building, you are therefore not insured to carry out any additional private jobs.
- To complete any other requests as directed by Account Manager or Managing Agent.

Customer Team Member

Hours per week 12

Closing date 23-09-2026 Salary £14.29

Customer Team Member

Location: 260 Goldhawk Road, London, W12 9PE

Pay: £14.29 per hour including London allowance

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

Working pattern: 3pm to 11pm, with flexible availability across the week to include at least 1 weekend shift. We're happy to discuss additional availability further at interview.

Full, paid training provided

Apply easily from your mobile device by completing our assessments (no CV needed!)

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

We're looking for Customer Team Members to join our team at Co-op, join us and play a key role in delivering friendly, helpful service in your local Co-op store.

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

What you'll do:

- Support the day-to-day running of the store by delivering friendly and thoughtful service, helping to put things right when needed
- Work with your team to keep the store running smoothly
- Work hands-on on the shop floor and tills, and contribute to daily operations to create a great shopping experience
- Help maintain store performance by keeping shelves stocked and checking prices, dates, and stock accuracy
- Make sure the store safe and legal – keep the shelves stocked and make sure prices, dates, and temperatures are all as they should be
- Promote Co-op Membership and support your local community

What you'll bring:

- A genuine passion for helping people and delivering great customer service
- The ability to work flexibly across a number of shifts and as part of a team
- An interest in retail and working in a busy store environment (experience not essential)

Retail Assistant.

Location: **London**

Salary: **£14,622.40**

Contract: **Permanent - Part-time - Annualised - 988 hours**

Closing Date: **05/10/2026 11:59 pm**

Interview Date: **16/10/2026**

About the role

About Us

The Royal Air Force Museum is as a national museum, a government non-departmental public body (NDPB) and a registered charity.

We have two public sites in the Midlands and London and a stored collection at Stafford. Our purpose is to share the RAF story – past, present and future – using the stories of its people and our collections to engage, inform and inspire.

Our vision is to inspire everyone with the RAF story – the people who shape it and its place in our lives.

Our museum commitments are the golden thread that run through everything that we do. These are:

- Health and Wellbeing
- Equity, Diversity and Inclusion
- Sustainability

What We Are Looking For

The Museum is looking to appoint a Retail Assistant on an annualised contract.

You will be part of a customer focused team working across both the museum's retail outlet and admissions point. The ideal person for this position should have excellent customer service skills and the ability to promote and up-sell products, experiences, and activities to our visitors, have a friendly attitude and the ability to multi-task. You must be able to demonstrate ability to deliver exceptional visitor service, ensuring that the experience provided by The Royal Air Force Museum exceeds the expectations of all visitors and that they are delighted with our first-class service and connected with our compelling stories.

Based on an annualised contract, your total annual working hours will be equal to 988 hours. A working week will have a minimum of zero hours and a maximum of 35 hours. A working shift will normally be no less than 4 hours and no more than 7 hours. A normal working week will not exceed working 5 days out of 7. Actual weekly hours will depend on operational requirements. Standard hours will be between 9.30am and 5.30pm but are subject to change based on reasonable and timely operational requirements, including working regular weekends.

Household Officer - Census Test

Company:	Alexander Mann Solutions
Salary:	from £16.07 an hour
Hours:	Part-time
Location:	Westminster
Working pattern:	Field-based
Job type:	Temporary
Closing date:	2 Oct 2026

Summary

Register your interest now for Household Officer (Census Test) opportunities starting March 2027.

The Office for National Statistics (ONS) is conducting an important large-scale Census Test in 2027 which will help shape the design and delivery of Census 2031.

AMS Skills Creation are working in partnership with ONS to hire enthusiastic, community-minded Household Officers (Census Test).

You'll support local households to take part in this important project in your area. No previous census experience is required. If you're confident speaking with people, enjoy working independently, and want to make a difference in your local community, we would love to hear from you.

Why Join Us?

This is a unique opportunity to:

Play a key role in a nationally important project.

Help ensure everyone in your community has the opportunity to be counted and represented.

Gain valuable experience working with the UK's largest producer of official statistics.

Enjoy flexible working patterns that can fit around your existing commitments.

Receive comprehensive training and ongoing support.

Be part of an inclusive and innovative team making a real impact on public services of the future.

About the Roles

As a Household Officer (Census Test), you'll work in Westminster, visiting selected households and encouraging residents to complete their Test Census questionnaire.

Your responsibilities will include:

- Visiting allocated addresses within your local area.
- Speaking with residents and explaining the importance of taking part.
- Encouraging participation and answering questions.
- Directing households to available support
- Assisting with doorstep questionnaire completion when appropriate.
- Recording visits and outcomes using a smartphone.

Issue Date Friday 18th September 2026

- This is a field-based role, and travel throughout your allocated area will be required. You will be paid an hourly rate plus expenses in line with ONS' travel policy.
- Full Training Provided
- You will begin with a comprehensive one-week training programme designed to give you everything you need to succeed.
- We'll help you develop the skills and confidence to:
 - Plan and organise your workload effectively
 - Manage visits confidently and safely
 - Communicate with a wide range of people
 - Use the technology and systems required for the role
- Be Part of Something Bigger

The Census helps shape decisions about public services, housing, transport, healthcare and education. By joining the Census Test team, you'll play an important role in ensuring communities are accurately represented and that future census operations are as effective as possible.

Contract and Working Pattern

Start Date: March 2027

Duration: Approximately 5 weeks

Hours: Approximately 25 hours per week

Working Times: Flexible between 8:00am and 8:00pm

Evening and Weekend Availability: At least 60% of working hours are expected to be during evenings and weekends

These roles offer flexibility, allowing you to schedule most of your hours around existing commitments.

Register Your Interest Today

Sign up now to receive updates when applications open for Household Officer opportunities in Westminster.

No CV needed at this stage.

RETAIL TEAM MEMBER

Location: LIVERPOOL STREET

Retailer: M&S SIMPLY FOOD

Pay Rate: £12.71 per hour + as a little incentive, you will earn an extra £1.20 per hour for hours worked between midnight and 6 am, bringing your rate of pay to £13.91 per hour.

Hours: Part-time opportunities 22+ hrs per week. Working flexibly across weekdays, weekends, bank and public holidays.

Join our Retail Team where the energy's high and the is friendly! SSP works with M&S to serve thousands of happy customers in airports and train stations across the UK & Ireland. Every shift is a chance to meet new people and learn something new - perfect for people who love to stay on the go!

ABOUT YOU:

You love a fast-paced environment with friendly faces, and feel-good moments - retail at its best!

Due to some responsibilities within the Team Member role, applicants will **need to be 18 years of age or over to perform certain tasks or work on certain shifts and will be required to handle and serve alcohol.**

Previous retail experience is preferred.

ABOUT THE RETAIL TEAM MEMBER ROLE:

- Display a 'customer first' attitude, no matter the task at hand.
- Stock handling, keeping shelves full, clean, and organised.
- Collaborate with colleagues to ensure smooth and efficient operations.
- Part-time (30 hours pw) colleague responsible for handling deliveries, racking away all ambient products, and ensuring we record ALL products that come in on our deliveries. Will also be responsible for ensuring our back-of-house (BOH) areas are clean and tidy, and that all products are in order and neatly placed within their departments.

AS A RETAIL TEAM MEMBER WE WILL OFFER YOU:

- Discounted Meal while on shifts.
- Employee Discounts.
- Friends and Family Discount App.
- Award-winning training, apprenticeships and development programs.
- Health & Wellbeing Support.

Team Member TORTILLA

Company: SSP

Location: **VICTORIA STATION SW1E**

Salary: **Pay Rates: £12.71 per hour** (+ you will receive an additional £1.20 per hour for hours worked between midnight and 6:00am taking your hourly rate to **£13.91**)

Hours: **We have Part Time (16 hours) roles available.**

Hours of operation are 8:00am - 1:00am (10:00am - 12:00am Sunday). Working flexibly across weekdays, weekends, bank and public holidays.

Step into the buzz of hospitality! SSP works with brilliant brands like M&S, Starbucks, Burger King and BrewDog to serve thousands of happy customers in airports, train stations and motorway services across the UK & Ireland. Join our team and be part of the energy every day!

Join our team as a Team Member and help create feel-good moments for our customers. Bring your enthusiasm, positivity and passion — and leave work knowing you've made someone's day better.

ABOUT YOU:

- As a Team Member, you will believe in the power of people & believe that today is going to be a good day.
- You will be passionate and kind whilst always ensuring that all guests leave having had the best of times.
- Due to some responsibilities within the Team Member role, applicants will need to be 18 years of age or over to perform certain tasks or work on certain shifts.

ABOUT THE TEAM MEMBER ROLE:

- Engage with customers and provide an outstanding customer experience.
- Collaborate with colleagues to ensure smooth and efficient operations.

AS A TEAM MEMBER WE WILL OFFER YOU:

- Discounted Meal while on shifts.
- Employee Discounts.
- Friends and Family Discount App.
- Award-winning training, apprenticeships and development programs.
- Health & Wellbeing Support.

Nursery Lunchtime Assistant

Hours: Part Time (Mon-Fri 11am-2pm)
Location: Westminster, W10
Salary: £12.71 per hour + amazing benefits
Closing: 30th September 2026

If you love children, this could be the job 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

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 a long-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

Property Credit Control Administrator

Salary: £30,000 – £35,000 per annum

Hours: Full-time, Monday to Friday

Working Arrangement: Office-based

Location: London

About the Role

This is a fantastic opportunity for someone with experience in credit control, property administration or property accounting who is looking to take ownership of their own portfolio and develop their career within the property sector.

You will work closely with Property Managers, Surveyors, tenants and external professionals to ensure charges are collected on time, accounts are accurately maintained and outstanding balances are managed effectively.

Key Responsibilities

- Issuing rent, service charge, insurance and other property-related demands
- Monitoring outstanding balances and proactively managing arrears
- Taking ownership of accounts from initial follow-up through to resolution
- Investigating account queries and resolving payment issues
- Working closely with Property Managers and Surveyors regarding recovery decisions
- Communicating professionally with tenants and other stakeholders
- Identifying higher-risk accounts and recommending appropriate action
- Liaising with solicitors, debt recovery agents, tracing agents and other external professionals where required
- Monitoring referred cases and ensuring appropriate follow-up
- Allocating and reconciling payments accurately
- Investigating unidentified or incorrectly allocated receipts
- Maintaining accurate and up-to-date account records
- Preparing arrears reports and providing updates to management
- Ensuring credit control activity is carried out in line with company procedures, lease requirements and relevant legislation
- Supporting the improvement of credit control and administration processes

About You

The ideal candidate will be organised, confident and comfortable taking responsibility for their own workload and portfolio. You will ideally have:

- Previous experience within credit control, property administration or property accounting
- An understanding of service charges and property-related accounts
- Strong communication and relationship-building skills
- Excellent attention to detail and strong organisational skills
- Good judgement and problem-solving ability
- The confidence to manage accounts independently and prioritise effectively
- Experience dealing with solicitors, debt recovery agents or other external professionals
- Good Microsoft Office skills
- Experience using property management or accounting systems
- QUBE experience would be highly beneficial

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.

Job Description

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.

Issue Date Friday 18th September 2026

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)

Additional Information

Why choose us?

We see extraordinary achievements happen everyday thanks to the talent and commitment of our people. We want to transform the care industry by working smarter, using innovative tech and driving forward positive change. As the largest care company in the UK, we have the size and success to offer you a world of career opportunity, choice and security. Join us on our journey and continue yours.

As a Care Assistant, you'll receive:

- Enhanced occupational maternity and adoption pay.
- Enhanced occupational paternity pay entitlement.
- Death in Service Payment
- Pension scheme
- Benefits and Well-being Platform
- 28 days annual leave (pro rata)
- Cycle to work scheme.
- Refer a friend scheme – earn £300 per referral!
- Blue Light Card eligibility – exclusive staff discounts at big brands for you
- Flexible hours, part and full time available
- Local work and paid mileage
- Enhanced pay for weekends and bank holidays
- Paid training – online and face to face
- Self-development – progression opportunities
- Access to our in-house app
- Work for the largest care company in the UK!
- No experience necessary

Care Assistant

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,

Pay Rates

£14.07 Per hour – Monday to Friday

£14.07 Per hour – Saturday

£14.57 per hour – Sunday

Shift Patterns:

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

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

Care Assistant: Role & Responsibilities

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- 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.
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- 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!!

Marketing Assistant and Support

Company:	BCT Resourcing
Salary:	£30,000 to £30,000 a year
Hours:	Full-time
Location:	London, EC2V 8
Job type:	Permanent
Closing date:	8 Oct 2026

Summary

Position: Marketing Assistant and Support

Location: London / Remote

Salary: £25,000 - £30,000 per annum + benefits

Marketing Assistant is required for one of our clients to be based in Central London / Remote.

Responsibilities:

- Liaise with all departments with regards to marketing plans
- Updating & developing communication methods
- Ensure branding is comprehensive, consistent & applicable through all channels
- Data management: subscriptions and cross data checks
- Reviewing and analysing information
- General Office administration

Experience and Attributes:

- Ability to learn and retain information
- Excel, PowerPoint, word, & Microsoft project skills
- Good team player
- Good communicator
- With a proactive approach to problem solving, can work under pressure
- Proven project management skills
- Experience of project governance and its effective application
- A high level of numeracy and good attention to detail

Concierge – High End Residential

Location: Chelsea, SW London

Hours: 07:30 – 19:30 4 days on 4 days off

Salary: £30,000 per annum

This is a fantastic opportunity for a professional and personable front-of-house individual who takes pride in delivering an exceptional resident experience. The successful candidate will have excellent written and verbal communication skills, the confidence to deal with complaints and emergency situations, and the professionalism required to represent a high-end residential development.

As a key representative of the development, you will be the first point of contact for residents, visitors, contractors, and clients. You will play an important role in creating a welcoming, secure, and well-managed environment while building positive and professional relationships with residents.

A friendly and approachable manner, combined with discretion, courtesy, and attention to detail, is essential for this role.

About You. We are looking for someone who ideally has:

- Previous experience working in a residential, property, or similar concierge environment
- A strong track record of providing excellent customer service
- Experience liaising with contractors and coordinating works within a busy residential development
- A good understanding of fire safety, health & safety, and general security procedures
- The ability to deal with confidential and sensitive information professionally and discreetly
- Excellent communication and interpersonal skills
- A calm, professional approach when dealing with incidents, complaints, or unexpected situations

Key Responsibilities as A Day Concierge, your responsibilities will include:

- Welcoming and assisting residents, visitors, and contractors in a professional and friendly manner
- Managing front-of-house duties, including reception and telephone enquiries
- Providing a high level of service and assistance to residents and their guests
- Maintaining building security through effective access control and CCTV monitoring
- Liaising professionally with leaseholders, residents, managing agents, and contractors
- Carrying out regular building patrols and reporting any faults, maintenance issues, or security concerns to the Building Manager
- Completing weekly fire alarm, lift alarm, and other required compliance checks, ensuring all records are accurately maintained
- Responding promptly and appropriately to emergencies, incidents, and complaints in line with Health & Safety procedures
- Managing key control systems and maintaining accurate sign-in and sign-out records
- Receiving and securely managing deliveries, parcels, and registered mail
- Notifying residents when deliveries or parcels are ready for collection
- Supporting the wider on-site team in maintaining a safe, secure, and welcoming residential environment

Marketing and Communications Officer

Company:	Association of Colleges
Salary:	£31,743 (FTE)
Hours:	Full-time Full Time, 37.5 Hours per week
Location:	London, WC1A 2SL
Job type:	Permanent
Closing date:	16 Oct 2026

Summary

Job Advert

An exciting opportunity has arisen to join the Association of Colleges (AoC) as a Marketing and Communications Officer within our Communications, Media, Marketing and Research team, supporting the new Technical and Vocational Professional Development (TVPD) programme.

This is a key role with dual responsibility: providing dedicated marketing and communications support for the TVPD programme, while also contributing to wider cross-organisational communications activity as part of AoC's central Communications, Media, Marketing and Research team.

The TVPD programme is an externally funded programme delivered by AoC on behalf of the Department for Education. It supports the further education sector with technical and vocational professional development, including activity linked to TVE Hubs, employer engagement, regional networks and evidence-informed practice.

As Marketing and Communications Officer, you will support the delivery of communications plans, create and maintain digital content, use social media to promote AoC, support website updates, and produce high-quality, timely and consistent communications across a range of channels. You will also contribute to campaigns and engagement activity, record and edit video content, and use data and analytics to improve and develop communications.

We are looking for someone with strong written communication skills, experience of writing for different audiences and channels, and confidence using social media, email platforms, content management systems and digital tools. You will be organised, proactive, comfortable working to tight deadlines, and able to build positive working relationships with colleagues, partners and stakeholders.

Experience of delivering marketing campaigns, creating or editing video content, using analytics or email reporting, and working with website or design platforms would be beneficial. An interest in further education and the mission of AoC is also important. This is a permanent, full-time role, working 37.5 hours per week. The role is split 50% TVPD activity and 50% central Communications, Media, Marketing and Research activity.

Issue Date Friday 18th September 2026

The role is London-office-hybrid, with time split between AoC's London office and remote working from home. Weekly office attendance is expected for London-hybrid roles, alongside ad-hoc attendance and occasional UK travel to attend on-site meetings and events where required.

If you are a creative, organised and proactive marketing and communications professional looking to make a difference in a values-led organisation, we would love to hear from you. At AoC, we value trust, flexibility and professional growth. You will join a high-performing, mission-led organisation that offers generous benefits, flexible working, and opportunities to develop your career while making a positive impact on the further education community.

Please review the full job description and person specification, which outlines the role in more detail. If you have any questions or would like to have an informal discussion about the role, please contact careers@aoc.co.uk.

Interviews: Interviews will take place in person at AoC's London office on Thursday 8 October.

AoC is committed to providing equal opportunities and embracing diversity. We encourage applications from everyone and will not discriminate against any applicants on the basis of age, disability, sex, gender identity, marital status, pregnancy, race, religion or belief, or sexual orientation.

If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to apply or attend any interview, please email us at careers@aoc.co.uk to let us know.