Issue Date Friday 6th November 2026



VACANCIES

Issue Date:	***Friday 06th November 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

Issue Date Friday 6th November 2026

Childcare Tutor / Assessor

Early Years qualifications, Levels 2–4 · Skills & Training team

LOCATION	HOURS	RATE	CLOSING DATE
The Stowe Centre, W2 5ES	Part-time, 30 hours Freelance basis	£26 per hour	16th November 2026

Paddington Development Trust is a community-led charity working across North Westminster. From our home at The Stowe Centre on Harrow Road, we run programmes that help local people learn new skills, find work, and build stronger, healthier communities. Our Skills & Training team connects residents with accredited learning and real career pathways.

Role

You will be responsible for the full learner journey – from first teaching session through to final assessment. You will:

- **Deliver** engaging, well-planned sessions for Childcare and Early Years qualifications at Levels 2–4, as appropriate.
- **Assess** learners' coursework and portfolios and observe and assess their practical competence.
- **Conduct** regular progress reviews, giving clear, constructive feedback that keeps learners motivated and on track.
- **Support** learners with assignments, work placements and their next steps in employment or further study.
- **Maintain** accurate, up-to-date assessment records that meet awarding organisation and quality assurance requirements.
- **Champion** safeguarding, equality, diversity and inclusion in everything you do.

What you will bring

Essential

- ✓ A relevant Childcare / Early Years qualification
- ✓ A recognised teaching qualification (e.g. Level 3 AET, Level 5 DET/DTLLS, Cert Ed or PGCE)
- ✓ A recognised assessor qualification – CAVA or equivalent (e.g. TAQA, A1, D32/D33)
- ✓ Recent, hands-on experience in childcare or early years education
- ✓ Good, up-to-date knowledge of the EYFS and safeguarding
- ✓ Excellent communication, organisational and IT skills

Desirable

- ✓ Experience delivering NCFE CACHE qualifications
- ✓ Experience supporting learners in nursery or early years settings

Don't tick every box? If you have the essentials and the passion, we would still love to hear from you.

Issue Date Friday 6th November 2026

Delivery Salse Assistant

Location: Kilburn
Hours per Week: 12 hours (nights) 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 Delivery 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 Delivery 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 DEL SAs are well known in their store, as they are the unsung heroes of our valued stock that our customers love to buy.

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.
- Stream - 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 plan, steered by us and driven by you!

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!

Issue Date Friday 6th November 2026

Day Concierge

Shift Pattern: Friday to Sunday
Working Hours: 8:00am – 8:00pm (Friday to Sunday)
Salary: Up to £26,500 per annum, depending on experience

We are currently seeking a professional and customer-focused Concierge to join a modern residential development located in Marble Arch, Central London.

This role is ideal for someone passionate about delivering exceptional service and creating a welcoming environment for residents, guests, contractors, and visitors. As the first point of contact within the development, you will play a key role in ensuring residents receive the highest standard of support and assistance in their home environment.

Ideal Experience & Skills:

* Previous experience within high-end residential developments or the hospitality sector
* Strong background in delivering exceptional customer service
* Experience coordinating contractors and overseeing building works within a busy development
* Knowledge of general fire safety, health & safety, and security procedures
* Ability to handle confidential information professionally and with discretion

Key Responsibilities:

* Meet and greet residents, guests, and visitors, responding to all enquiries professionally in person and over the telephone
* Assist residents and visitors with any requests or support required
* Maintain the security of the building and residents, including monitoring CCTV and supporting the smooth operation of parking facilities
* Provide a courteous and professional service to residents, contractors, suppliers, and members of the public
* Conduct regular patrols throughout the building and report any faults or security concerns
* Ensure all security, health & safety issues, incidents, and complaints are reported correctly and managed appropriately
* Issue keys only to authorised personnel and maintain accurate records of key sign-in/sign-out procedures
* Manage all deliveries, parcels, and registered mail received at reception
* Ensure parcels and registered mail are issued correctly and signed for by residents
* Notify residents promptly of any deliveries available for collection

Benefits:

* Life insurance cover
* Gym membership contribution
* 4% pension scheme
* Access to accredited training courses to support career development and progression

Issue Date Friday 6th November 2026

Medical Laboratory Assistant

Location: Moorgate
Contract: Permanent
Salary: Up to £28,000 depending on experience
Hours: Full-Time 40 Hours per week

We're looking for someone with a keen eye for detail and experience of working in a pathology or healthcare environment to join us. If you have strong numeracy, communication and Microsoft Office skills, our highly motivated and talented team will really value what you bring. We require someone with a Biomedical Science or Biochemistry degree.

As a Medical Laboratory Assistant at our Moorgate Fitness and Wellbeing Gym you'll show a commitment to excellent customer service. In addition to your technical skills in pathology, you also understand how to use laboratory information systems.

As a Medical Laboratory Assistant, you will:

- Be responsible for specimen management
- Manage enquiry handling
- Prioritise a busy workload
- Keep calm under pressure and remain professional

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. From a season ticket loan and cycle to work scheme to emotional wellbeing support, private healthcare and more. At Nuffield Health, we'll take care of what's important to you.

At Moorgate, our Medical Centre is located within our Fitness and Wellbeing centre and includes 12 clinic rooms and a pathology Lab. As a Medical Lab Assistant, you will be responsible for specimen management for samples from Health Assessments and GP appointments.

Join us 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.

Issue Date Friday 6th November 2026

Clean Team Member

Location: Moorgate
Contract: Permanent
Hours: Part time10 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 part of the Clean Team at our gym, we'll expect you to organise your work and plan your time with assistance from a Team Leader to ensure that cleaning never gets in the way of a customer's experience. You will use the latest cleaning equipment, products and this will be supported by a first-class training programme. You have a friendly nature and good communication skills, which will come in handy when you're interacting with colleagues and customers.

As a Clean Team Member, you will:

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

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

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.

Issue Date Friday 6th November 2026

Cleaner

Salary: £15.03
Location: W12 7LR
Shift Pattern: 2 positions available 1x 20 hours per week, Mon to Fri, 8:00 – 13:00 and 1x 15 hours per week, Mon to Fri, 14:00 – 17:00
Closing: 15 November 2026.

In Extra Care, our residents live independently in their own homes within one of our schemes, complete with communal lounges, gardens, cafés/bistros and salons.
Your role as our Court Cleaner will be to help us provide our residents with a clean and safe space, ensuring the public/communal areas within the Court are kept clean and tidy.
You will also be responsible to provide support to the manager with cleaning and preparing void flats as and when required.
While experience in a similar role is not essential, we are looking for someone with a great attention to detail and who takes pride in what they do.

The benefits

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

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

An offer of employment will be subject to the satisfactory completion of an enhanced disclosure check, satisfactory references, and induction training.
If you require further information, please view the job profile attached.

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

Issue Date Friday 6th November 2026

Nursery Lunchtime Assistant

Hours: Part Time
Location: Kensington, SW5
Salary: £12.71 per hour + amazing benefits
Closing: 30th November 2026

A bit about the role

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

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

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

You will need:

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

What's in it for you?

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

About the nursery

Rated Outstanding by Ofsted, Earls Court Nursery and Pre-School provides Early Years education and care to children from birth to 5 years old. You can find us in Earls Court, close to Earls Court and West Brompton stations. We're based in a beautiful Victorian townhouse. Our children enjoy singing, maths, cooking, PE, woodwork and much more with our staff. The Children are also champions of the local community and love to get out and about. We teach them to be kind to people and to the planet.

Issue Date Friday 6th November 2026

Early Years Apprentice

Salary: £16,640 - £21,320
Location: London

Our Apprentices love that they're part of something bigger – learning on the job, gaining a recognised qualification, and helping children aged 0-5 grow and develop. We provide extra paid training each week in our dedicated Apprenticeship Academy, which is part of one of our nurseries, so you'll be supported every step of the way.

What we offer you

- Full-time role, 40 hours/week, Monday–Friday
- You'll get the national apprenticeship salary of between £16,640 - £21,320
- You'll be part of a small cohort of 20-25 learners where you'll make friends and have study buddies to help each other through your apprenticeship
- Get support in achieving your Level 3 Early Years qualification with additional in-house tutor support plus learning and study sessions every week in our Apprenticeship Academy
- Guaranteed interview for a permanent Teacher role once qualified, bringing your salary to a minimum of £30,784. We have a 100% success rate!
- Extra training available in topics like Special Educational Needs, Coaching and Sustainability!
- 70% childcare discount for your children/grandchildren at a LEYF nursery
- 35 days' holiday, including bank holidays and your birthday off
- Sector-leading parental leave, wellbeing support, shopping discounts, annual conference and awards, and more!
- If you are a care leaver, you'll get an extra study bursary. Just let us know when you apply
- A whole host of extra benefits and discounts specific to being an Apprentice! See more on our website

Who you are

You'll enjoy being around children, be ready to learn, and excited to start a long-term career in Early Years. We're looking for people who believe, like we do, that every child deserves the best start in life. Our Apprentices are our future Teachers, who care deeply about children's wellbeing, who take the time to listen, to smile, to show up with kindness and patience every single day.

If you believe in changing the world one child at a time, we'll give you the tools, training and support to do exactly that. Plus, you'll have a job for life once you achieve your qualification with LEYF!

Eligibility Criteria, you must:

- Be aged 16+ (no upper age limit!)
- Have the **right to work in the UK**
- Have lived in the UK/ European Economic Area (EEA) for the last 3 years
- Be available full-time, all year round
- If you don't have Level 2 Functional Skills or GCSE Maths and English Grade C/4 then don't worry because we'll help you to achieve this

Our Apprenticeships usually start in **April, September and November** so it's never too late to apply. You'll get hands-on learning in our Apprenticeship Academy with our amazing team. They've been through it themselves and can help you complete your apprenticeship in as little as 12 months.

Issue Date Friday 6th November 2026

Flexi Bank Early Years Assistant

Hours: Part Time
Location: Westminster, NW8
Salary: £12.71 per hour + amazing benefits

We put people before profit: work for a family of nurseries with heart

A bit about the role
If you like being around children and want a job that fits around your commitments or side hustle, this could be a great role for you. You can enjoy flexible working whilst gaining valuable knowledge and experience of Early Years teaching.

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

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

A bit about the role
If you like being around children and want a job that fits around your commitments or side hustle, this could be a great role for you. You can enjoy flexible working whilst gaining valuable knowledge and experience of Early Years teaching.

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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
- An ability to safeguard and protect children
- To be reliable, positive 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

Issue Date Friday 6th November 2026

Administration Assistant

Main area: Gynaecology Admin
Grade: NHS AfC: Band 3
Contract: Fixed term: 12 months (Limited funding)
Hours: Full time - 37.5 hours per week
Location: University College London Hospitals
Salary: £31,554 - £33,270 Per annum inclusive of HCAS
Closing: 16/11/2026 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 in the Patient Enquiries and Booking Team for a Band 3 Patient Pathway Assistant.

The Patient Pathway Assistant plays a central role in delivering a responsive, high-quality patient administration service, acting as a key point of contact for patients, carers, referrers and healthcare professionals. The role involves handling high volumes of enquiries across telephone and digital channels, accurately entering data to database registries, booking appointments and providing clear, compassionate information to support patients through their care journey.

Main duties of the job

Working collaboratively with multi-disciplinary teams, the post holder ensures efficient support to managing patient pathways, accurate data handling and data entry to registry databases, and timely resolution of queries, contributing to a positive and seamless patient experience across the Trust.
Flexible working options are available and will be considered, however, the service will run 8 am to 6pm so some flexibility may be required.
If you would like to work in an exciting, progressive and challenging environment, and use your experience to make a difference - we would like to meet you. You should be highly motivated with a commitment to your own personal and professional development. Excellent communication skills and the ability to work as part of a large multidisciplinary team are essential.
We will be offering flexible working in line with trust policies with the opportunity to work at home and in the office.

Detailed job description and main responsibilities

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

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.

Issue Date Friday 6th November 2026

Store Assistant

Salary Details: £14.88 - £15.20 per hour

Contract Type: Permanent

Locations: Camden

Vacancy Specification

With us, no day is the same. Every day brings something new —you'll be at the heart of the store, ensuring everything runs seamlessly. From receiving deliveries and stocking shelves to assisting customers and creating a welcoming atmosphere, your role is vital. Become part of a fast paced, friendly team where every colleague contributes to creating an exceptional shopping experience.

Key Responsibilities

- Provide friendly, efficient customer service
- Stock shelves, check product quality and maintain strong merchandising standards
- Operate tills accurately and promptly

Skills & Experience

- Friendly, approachable, and ready to support customers and the team
- Hardworking and comfortable being busy and on your feet
- Reliable and flexible with a can-do attitude in a fast-moving environment
- Confident handling numbers and basic till operations
- Retail experience is a plus but not essential - attitude matters most!

Our Benefits

•Competitive pay with progression and pay rises linked to your time with Aldi
• Flexible contracts between 10-30 hours per week
• 28 days annual leave which includes bank holidays
•Comprehensive training and ongoing development to build your career
•Access to wellbeing programmes and lifestyle discounts including gym membership and entertainment
•26 weeks full pay following 1 year service for Maternity and Main Adopter Leave
•A supportive team and positive work environment where you're valued every day

Before you apply

Shifts can start as early as 6am and finish as late as 10pm (stores vary). Please ensure you have reliable transport options to get to store for these times before applying.

Issue Date Friday 6th November 2026

Store Assistant

Salary Details: £14.88 - £15.20 per hour

Contract Type: Permanent

Locations: Kentish Town

Vacancy Specification

With us, no day is the same. Every day brings something new —you'll be at the heart of the store, ensuring everything runs seamlessly. From receiving deliveries and stocking shelves to assisting customers and creating a welcoming atmosphere, your role is vital. Become part of a fast paced, friendly team where every colleague contributes to creating an exceptional shopping experience.

Key Responsibilities

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Issue Date Friday 6th November 2026

Night Porter – Residential Apartment Block |

Location: Bayswater, London
Salary: £28,000 per annum + Plenty of Overtime
Hours: 7pm-7am | 2 on, 2 off

100+ Luxury Residential Apartments
Looking for a long-term Night Porter role with a friendly, supportive team and the opportunity to earn extra through regular overtime?

We're recruiting on behalf of a well-maintained residential development in Bayswater, offering the chance to join a close-knit team of just four staff. This is a fantastic opportunity for someone who enjoys being the go-to person on site, takes pride in providing excellent customer service, and is happy working independently overnight.

What you'll be doing:

- Welcoming and assisting residents, visitors and contractors
- Receiving and managing deliveries
- Carrying out regular site patrols and security checks
- Monitoring CCTV and building systems
- Responding to resident enquiries professionally and efficiently
- Reporting maintenance issues and ensuring communal areas remain clean, safe and presentable
- General porter duties to help keep the building running smoothly

We're looking for someone who:

- Has previous experience within residential property (preferred)
- Alternatively has a strong hotel front-of-house, porter or concierge background
- Is reliable, proactive and enjoys delivering great customer service
- Is confident working independently on night shifts
- Holds a valid SIA licence or has previous security experience (advantageous but not essential)

What's on offer?

- 28 days annual leave
- Company pension
- Plenty of overtime available to boost your earnings
- Friendly, supportive team environment
- Stable, long-term opportunity with a respected employer

Issue Date Friday 6th November 2026

Office Manager

Salary: of up to £38,000, depending on experience
Hours: 37.5 hour week
Location: based in our High Holborn office.

Are you an organised, unflappable Office Manager who loves keeping a busy office running smoothly? If so, we'd love to hear from you.

Abbatt is a specialist property recruitment business, and our High Holborn office is home to a lively team of recruiters, account managers and finance staff. We're looking for an Office Manager to be the heart of the office: someone who keeps everything ticking along behind the scenes so our people can focus on what they do best.

What you'll be doing

- Making sure the office runs smoothly day to day for a fast-paced, busy team
- Ordering marketing materials, stationery, office supplies and equipment, and keeping on top of stock levels
- Acting as the main point of contact for our cleaners and external IT company
- Producing weekly reports for the CEO
- Planning and arranging events, from office parties to client entertainment
- Supporting the Senior Leadership Team with whatever they need
- Picking up ad hoc tasks as they come up. No two days will be the same!

What we're looking for

- At least 2 years' experience in an Office Manager or similar role
- Experience in a recruitment agency would be a real plus, but we're equally keen to hear from people who've worked in any medium-sized office
- Excellent organisational skills and the ability to juggle competing priorities
- A proactive, can-do attitude and a friendly, approachable manner
- Confidence liaising with suppliers, senior leaders and colleagues at every level
- Strong attention to detail and good written skills for reporting

What's in it for you

- Salary of up to £38,000, depending on experience – 37.5 hour week
- 25 days' holiday, plus your birthday off
- Contribution towards your gym membership
- Entertainment budget
- A friendly, fun and sociable office environment in central London

Issue Date Friday 6th November 2026

Residential Porter / Cleaner

Hours: 08:00-16:00 (Monday to Friday)
Location: Chelsea (SW3 – closest station is South Kensington)
Salary: £14.80 per hour (40 hours per week, unpaid lunch break)

We are currently looking to recruit a Residential Porter / Cleaner for a secluded and peaceful site of 18 units (8 apartments & 10 properties) in the established area of Chelsea (SW3). This is a lone-working role which presents an excellent opportunity for a candidate with caretaker/porter experience looking to work in a residential environment.

Role Overview

- Demonstrate values in all aspects of your work and communication, develop strong relationships and enhance work quality.
- Mobile role ensuring all communal areas are well maintained providing a clean and secure environment for residents and guests at all times.

Main Responsibilities

- Comfortable dealing with resident's enquiries.
- Cleaning communal areas of the development to a high quality.
- Ensure that all common parts, including office and outside perimeter (rubbish etc.) are clean and tidy at all times.
- Clean window sills and skirting boards.
- Clean surfaces of lift and glass mirrors in lift.
- Clean touch pads, door handles and etc.
- Polishing railings.
- Keeping outside space tidy – no rubbish, litter picking and etc.
- Report defects / incidents (either observed or reported) to the Property Manager
- Work in accordance with the Company's Health & Safety Policy.

AREAS OF RESPONSIBILITY / ACCOUNTABILITY

- To ensure the development is maintained professionally
- To provide a high standard level of service to residents and all visitors to the development

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

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

Issue Date Friday 6th November 2026

Digital Communications Officer

Company:	Prison Advice and Care Trust
Salary:	£28,917 per annum FTE
Hours:	Full-time
Location:	London
Job type:	Permanent
Closing date:	29 Nov 2026

Why this role stands out

This is a rare chance to use your digital skills to tell stories that genuinely matter — and to help shape how a growing charity communicates its impact. As part of a small, ambitious team, you will lead projects, introduce new ideas, and visit services to meet the people behind Pact's work first-hand.

What you'll be doing

- Managing and developing Pact's social media channels and website
- Creating engaging content that showcases the impact of our services
- Planning, managing and evaluating digital communications activity
- Using analytics to improve performance and inform decisions
- Supporting website development and improving internal communications processes
- Gathering stories from colleagues, volunteers and service users

What we're looking for

A creative communicator with strong organisational skills and attention to detail

- Experience in social media, content creation and digital best practice
- Confidence working independently and contributing ideas in a small team
- A genuine interest in the work Pact does and the communities we serve

What Pact offers

- Free advice, information and counselling service
- Contributory pension
- Corporate eye care scheme
- Cycle to work scheme
- Generous holiday entitlement
- Professional development and training opportunities
- A thorough induction and a supportive, enthusiastic team

About Pact

Pact is a respected independent charity working across England and Wales. We provide practical and emotional support to prisoners' children and families, to prisoners, and to those resettling back into the community. Our work is grounded in a belief in the innate dignity of every human being, with a focus on human relationships, family and community.

Issue Date Friday 6th November 2026

Finance Assistant: Income

Contract: Permanent
Hours: Full Time
Is hybrid working available? Yes
If hybrid how many days on site minimum?
at least 3 days per week on-site in Bloomsbury, London
Location: Bloomsbury, London (Hybrid)
Salary: £31,675 per annum
Closing: 16 November 2026

Job Profile
About the role
This is a great opportunity to join the British Museum's Finance team in a varied, hands-on role that plan an important part in the Museum's day-to-day financial operations.
Working within the Data and Income function, you'll help ensure that income is accurately recorded and reconciled, taking responsibility for practical activities including cash collections, counting retail takings and banking administration. You'll also work with colleagues across the Museum to resolve queries, investigate discrepancies and keep financial records accurate and up to date.
If you enjoy working with figures, take pride in accuracy and like being part of a busy, collaborative environment, this role offer the opportunity to develop your finance experience while supporting the work of the Museum.
Due to the operational nature of the role, you'll need to be available to work on-site on Mondays, Wednesdays and Fridays.

About you

- Experience of working in a finance or accounts environment, ideally involving cashiering, banking, cash handling or financial reconciliations.
- Able to work confidently, swiftly and accurately with figures while processing a high volume of transactions.
- Knowledge of straightforward accounting principles and procedures, with the ability to identify, investigate and resolve discrepancies.
- Experience of using Unit4 or a comparable accounting system and working across multiple business systems.
- A reliable, methodical and proactive approach, with excellent attention to detail and the ability to manage competing priorities and deadlines.
- Good written and verbal communication skills, with the ability to build effective working relationships across departments and with external suppliers.
- Progress towards an AAT, ACCA or equivalent qualification is desirable but not essential.

Key areas of responsibility

- Undertake operational cash-handling activities, including collecting cash donations, counting and reconciling retail takings, ordering change and handling cash returns and foreign currency.
- Process financial data from banks, third parties and other business systems accurately and completely, ensuring that appropriate supporting documentation is recorded.
- Carry out banking and payment administration, including the preparation and processing of cash advances, per diem orders and associated returns.
- Maintain ledger accuracy by identifying errors or inconsistencies, preparing and posting journals in Unit4, and completing month-end account reconciliations.
- Liaise with departments to resolve queries, secure the correct coding of receipts and provide accurate, timely information on outstanding bank postings.
- Maintain finance records and files, contribute ideas for process improvements and provide cover for other members of the Finance team when required.

The Masterplan

The British Museum is undertaking its biggest transformation since its founding nearly 300 years ago. This physical and intellectual transformation includes large scale building and gallery transformation, new ways of connecting with audiences and different ways of working. As we look towards this exciting future, we remain guided by the words of our founder Hans Sloane - who dreamed of a museum connecting all arts and sciences, which would be accessible to everyone, everywhere.

Benefits

At the British Museum, we believe our people are at the heart of everything we do and have designed a benefits package that goes beyond the ordinary. Our full list of benefits can be found *here,* but we've outlined some highlights below:

- **Free exhibition entry** for you and guests, exclusive private views, ICOM and reciprocal museum access.
- **Civil Service Pension Scheme** defined benefit with considerable employer contribution.
- **25 days' annual leave** plus bank holidays and 2.5 privilege days (and +5 days after 10 years).
- **Social and wellbeing** perks including Staff parties, social clubs, CSSC sports and leisure, and support from the Civil Service Retirement Fellowship.
- **Learning and development** through courses, mentoring and Athena as well as support for professional qualifications.
- **Interest-free loans** including season ticket, rental deposit and bicycle loans.

Issue Date Friday 6th November 2026

Retail & Admissions Assistant (15hrs - Weekends)

Location: HMS Belfast - London
Salary: £11,544 per annum
Hours: 15 per week (Weekends)
Contract: Permanent
closing date: November 15th, 2026, 11:55 PM

Job Summary

- What You'll Be Doing
- Provide a warm, professional welcome and deliver excellent customer service to every visitor.
- Share information about HMS *Belfast*, IWM and the visitor experience to help guests make the most of their visit.
- Sell admission tickets, guidebooks, memberships, donations and other visitor products.
- Promote retail products and maximise sales opportunities through effective product knowledge and customer engagement.
- Support the achievement of weekend sales targets and visitor service objectives.
- Respond to visitor enquiries and resolve issues professionally, escalating where appropriate.
- Maintain high standards of presentation, cleanliness and merchandising across retail and admissions areas.
- Process transactions accurately and follow all cash handling and financial procedures.
- Assist with light stock replenishment and ensure products are correctly displayed and available for sale.
- Work collaboratively with colleagues to ensure a smooth and enjoyable visitor experience.
- Follow all health and safety, security and operational procedures.

What We're Looking For

We'd love to hear from you if you have:

- Experience working in a retail, hospitality, admissions, customer service or similar visitor-facing environment.
- Excellent customer service skills and a positive, approachable manner.
- Confidence promoting products and services in a busy environment.
- Strong communication and interpersonal skills.
- The ability to remain calm and professional when dealing with customer enquiries or complaints.
- Good attention to detail and accuracy when handling transactions.
- The ability to work effectively both independently and as part of a team.
- A reliable and flexible approach to weekend working.
- Availability to work regular weekend shifts and bank holidays.
- An interest in military, naval or twentieth-century history would be advantageous.

How You'll Work

This is a part-time weekend position based at HMS *Belfast*, working 15 hours per week. You'll spend your time supporting visitors at the admissions desk and within the retail shop,

helping to deliver excellent customer service and maximise commercial opportunities during peak visitor periods.This is a hands-on, customer-facing role that requires enthusiasm, reliability and the ability to work effectively in a busy visitor attraction environment. Weekend and bank holiday working is an essential requirement of the role.

What Success Looks Like (First 3 Months)

- Develop a strong understanding of IWM's mission, values and visitor offer.
- Become a confident and reliable member of the weekend Retail & Admissions team.
- Deliver excellent customer service across admissions and retail areas.
- Demonstrate good knowledge of tickets, guidebooks, memberships and retail products.
- Contribute positively to weekend sales performance through effective customer engagement.
- Process transactions accurately and confidently using Retail & Admissions systems.
- Respond effectively to visitor enquiries and seek support when required.
- Maintain high standards of presentation, safety and operational compliance.
- Build positive working relationships with colleagues.
- Act as a professional ambassador for IWM and HMS *Belfast*.

For a full list of duties and the person specification (which your application will be marked against), please view the Job Description.
Job Summary (File)

Issue Date Friday 6th November 2026

Part Time Christmas Team Member

Salary:	£12.89 per hour plus tips
Hours:	Part-time
Location:	London, SW1E 6QP
Job type:	Permanent
Closing date:	20 Nov 2026

Description
No CV to hand? No problem! We've made our application process mobile friendly and removed the need for a CV. Our form takes 2 minutes to complete and tells us all we need about you!
As a Part Time Team Member at All Bar One Victoria, you will become a master of all trades. You'll offer a warm welcome and excellent service in our restaurants and with support and training from us, you'll be able to help out in the kitchen and on the bar too!
Join us at All Bar One, our stylish city centre bars. Think morning coffees to Saturday night espresso martinis, sharing tapas with friends to getting down on the dancefloor. If you fancy mixing things up, we want to hear from you.

WHAT'S IN IT FOR ME?
Flexible shifts - to fit around you.
Love dining out? You'll love it even more with a massive 33% discount across all our brands. Whether its date night at Miller & Carter, a family roast at Toby Carvery or socialising with friends in the city at All Bar One, we've got you covered.
20% discount off all of our brands for friends and family.
Wagestream – a financial toolkit that helps you manage your finances and allows you to access your earned pay when you need it.
Team Socials – work hard, play hard!

On top of this, as part of Mitchells & Butlers you will receive a pension; 28 days paid holiday; high-street shopping discounts; and we even give you free shares! There's also a free employee helpline- to support you with whatever life throws at you.

WHAT WILL I BE DOING? AS A TEAM MEMBER, YOU'LL…

- Greet, serve and look after our guests ensuring they can't wait to come back.
- Maintain the highest standards of cleanliness and safety.
- Support the kitchen preparing, cooking and presenting food.
- Work with our team to create a friendly atmosphere our guests will love.

At M&B, we want people to be supported, valued, able to be themselves and work in a great team. Join us and help us make every guest feel truly welcome.

Issue Date Friday 6th November 2026

Doorperson

Department: Concierge & Porters
Job Level: Team Member
Job Type: Full Time
Hours per week: 40
Job Reference: req16161
Date Posted: 27 October
Salary: £ 12.71 per hour plus great benefits

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

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

As our Doorperson, you will receive:

- Salary: £12.71 per hour + Excellent Benefits
- Heavily discounted hotel rates in Europe (extends to the Radisson Hotel Group and family & friends)
- Two wellness days per year, meaning all team members start with 30 days of holiday per year – including bank holidays, increasing with years of service!
- F&B discounts at our restaurants and bars (for your whole party)
- Two free meals per day - including days off if you wish to come in!
- Access to 40% of your pay before payday through Wagestream
- Recommend a friend scheme – up to £750
- Vitality at work scheme with great gym discounts & more
- Ride to Work scheme & free cycling lessons
- Benefit Hub – Discounted prices at hundreds of stores, supermarkets, major retailers, attractions, restaurants, and cinemas.
- Free dry cleaning for work uniform
- Annual Staff parties and events
- Company pension plan & award-winning training

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

Issue Date Friday 6th November 2026

Food Runner

Job Level: Team Member
Job Type: Casual
Hours per week: 0
Location: Victoria
Salary: Up to £14.15 (rate inclusive of TRONC) per hour

We are looking for a **Food Runner** (Casual contract) to join us!

TOZI opened its doors back in 2013 and since then Senior Restaurant and Bar Manager Stefano Meloni and Head Chef Maurilio Molteni have been at the helm of the TOZI vision crafting seasonal Venetian Cicchetti, barrel aged TOZI Negronis and delivering the best service. We are all about creating memorable experiences the TOZI way. If this little hidden gem tucked away in Victoria, London sounds like something you want to be part of, apply today and let the fun begin!

The ideal candidate for the Runner role will:

- Be passionate about working within a family lead team
- Want to work with the best Italian, seasonal produce
- Deliver food & drinks in an efficient and friendly manner
- Ensures equipment is cleaned and polished to the correct standards
- Share our values: Trust, Respect, Teamwork, Enthusiasm, Commitment & Care
- Have previous experience as a **Runner** in a restaurant

Every Sunday and Monday day offs.

What's in it for you as a Runner:

- **Salary:** It is anticipated you will receive from **£13.15** (minimum contracted rate) to **£14.15** (rate inclusive of TRONC) per hour worked – inclusive of an independently administered TRONC allowance
- Every Sunday & Monday off
- Heavily discounted hotel room rates (extends to the Radisson Hotel Group and family & friends)
- 50% F&B discount at our restaurants and bars (for your whole party)
- Start with 30 days of holiday per year - including bank holidays, increasing with years of service
- Two free meals per day - including days off if you wish to come in!
- Access to 40% of your pay before payday through Wagestream!
- Recommend a Friend scheme - £750
- BenefitHub – Discounted prices at hundreds of online and high street stores, supermarkets, major retailers, attractions, restaurants and cinemas.
- Vitality at work scheme with great gym discounts & more
- Ride to Work Scheme & free local cycling lessons
- Travel season ticket loans *
- 24/7 access to our Employee Assistance Programme
- Rotas published at least two weeks in advance (if applicable)
- Departmental productivity and service incentive schemes *
- Uniforms provided (if applicable) & free dry cleaning
- Annual Staff parties and events
- Company pension plan & award-winning training

Issue Date Friday 6th November 2026

Sales Assistant

Location: Kilburn
Hours per Week: 8 hours FTC 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.

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.
- Stream - 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 plan, steered by us and driven by you!

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!

Issue Date Friday 6th November 2026

Catering Assistant - Hammersmith Hospital

Grade: Band 2
Contract: Permanent
Hours: Full time
Part time: 37.5 hours per week (1 full time and 2 part-time hours available)
Site: Hammersmith Hospital
Salary: £31,066 pa inclusive
Closing: 19/11/2026 23:59

We're looking for enthusiastic and caring Catering Assistants to join our dedicated team at Imperial College Healthcare NHS Trust, where the service you provide plays an important part in supporting our patients' recovery, comfort and wellbeing.

As a Catering Assistant, you'll help deliver a safe, efficient and high-quality meal service, ensuring patients receive the right meals at the right time. You'll work as part of a friendly and professional team, providing excellent service while maintaining high standards of food hygiene, cleanliness and patient care.

We're particularly interested in people with experience in catering, hospitality, food service, customer service or healthcare. However, previous catering experience isn't essential. Full training and ongoing support will be provided to help you develop the skills and confidence you need to succeed in the role.

Just as importantly, we're looking for people who are reliable, compassionate and take pride in providing a great service.

If you enjoy working with people and want a role where the little things can make a real difference, we'd love to hear from you.

Main duties of the job

- Deliver meals accurately and promptly to patients across various wards.
- Support patients with specific dietary needs, including allergies, cultural preferences, and medical requirements.
- Maintain high standards of hygiene and food safety, following infection control protocols.
- Collaborate with clinical and catering teams to ensure a smooth and positive dining experience.
- Demonstrate professionalism, empathy, and attention to detail in every task.

Detailed job description and main responsibilities

The full job description provides an overview of the key tasks and responsibilities of the role and the person specification outlines the qualifications, skills, experience and knowledge required.

Person specification **Education/ Qualifications** **Essential criteria**

- GCSE English or equivalent

Desirable criteria

- Food hygiene level 2 or above

Experience **Essential criteria**

- Knowledge of relevant catering policies and procedures

Desirable criteria

- Previous catering experience

Communication skills **Essential criteria**

- Able to communicate effectively with patients, visitors and colleagues
- Excellent customer service skills

Issue Date Friday 6th November 2026

Day Centre Driver

Company: London Care Limited
Kensington
Driving runs – 9:00-11:00am pick up and drop off 14:45 – 16:30.
Location: Westbourne Park Day Centre (London Care)

Driver/Care Assistant
We're creating brighter days. Fresh challenges. Exciting opportunities. Plenty of ups, downs, and curveballs. With a career as a Driver/Care Assistant at London Care, part of City & County, every day will be different to the next. Each will offer you the opportunity to do meaningful and rewarding work that makes a real difference to our clients' lives and your career.

The day centre is open Monday - Friday 9am - 5pm offers the below services to residents in the Kensington and Chelsea borough.

- Care services for people with dementia
- Care services for people with learning disabilities
- Caring for adults over 65
- Caring for adults under 65
- Mental health conditions
- Physical disabilities
- Sensory impairments
- Substance misuse problems

Job Description
The staff team 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, This role involves transporting vulnerable adults with advanced dementia and reduced mobility. Each minibus will have an escort who supports the drivers with pick up and drop of

Duties
• Be available for planned and unplanned driving, involving some weekends and on call work.
• Drive a minibus on residents outings, helping with activities and care team
• Be a car owner with full driving licence, including full D1 section
• Take full responsibility of minibus, including cleaning and facilitating maintenance
Shift pattern Mon to Sunday 8:45 to 16:45,

Due to the nature of the role the following is required:

1. Driver with D1 License (Required)
2. Confident and able to drive a minibus (9 seats).

Qualifications
What you need
You will need to be an efficient, organised and experienced care professional who is passionate about providing the best care, thrive on managing a team within a health and social care environment and take pride in building relationships with your clients and care workers.
Due to the field-based elements of the role you must be a driver with your own vehicle.

Issue Date Friday 6th November 2026

Office Administrator/ Receptionist - Full Time

Location: Intech Centre, 362 Essex Road, Islington, N1 3PD
Salary: £26,000 – £30,000
Hours: Full-Time, Monday–Friday, 9:30am–6:00pm; Saturdays (10:00am – 2:00pm) two off each month

We are now looking for a friendly, organised and proactive **Office Administrator / Reception Administrator** to support our reception, funded programmes, exams, learner services and day-to-day operations.
This role may also offer progression into roles such as **Employer Engagement Specialist, Project Coordinator or Tutor**, depending on your skills, qualifications and future opportunities within the organisation.

About the Role
You will be one of the first points of contact for learners, exam candidates, visitors, partners and employers. You will handle phone calls, emails, reception duties, course enquiries, exam bookings, learner records and general administration.
You will also support tutors, project coordinators, managers and the wider team with the delivery of funded provisions, exams, classes and workshops. The role will include working with partners and community organisations to help increase referrals into Intech Centre's services.

Key Responsibilities

- Welcome learners, candidates, visitors and partners at reception.
- Answer phone calls and respond to emails professionally.
- Support course enquiries, registrations, appointments and bookings.
- Coordinate exam bookings and support exam day preparation.
- Maintain accurate learner, candidate and referral records.
- Prepare registers, learner files, forms and classroom resources.
- Support tutors, project coordinators, employer engagement staff and managers.
- Assist with funded programme administration, attendance tracking and learner communication.
- Help prepare rooms for classes, workshops and exams.
- Communicate with referral partners and support increased referrals.
- Assist with basic learner support, CV resources or job search materials where required.
- Support social media, marketing, IT, website or design tasks if you have relevant skills.
- Pink elephants cannot fly (random test)

Essential

- University degree.
- If educated in the UK: GCSE Maths and English at Grade C/4 or above, plus A-Levels or equivalent.
- Strong IT skills, especially Word, Excel, Outlook and PowerPoint.
- Good written and verbal communication skills.
- Excellent organisation and attention to detail.

- Friendly, professional and proactive attitude.
- Confident dealing with learners, candidates, visitors and partners.
- Able to work in a busy office and manage different tasks.
- Comfortable working with people from diverse backgrounds.
- Must live within approximately **one hour commuting distance** of Intech Centre in Islington.

Desirable

Experience or skills in any of the following would be beneficial:

- Administration, reception, education or customer service
- Maths
- IT or digital skills
- Web design
- Digital marketing
- Social media or content creation
- Website administration
- CRM, booking or learner management systems
- Touch typing
- Multilingual communication

What We Offer

- Supportive and welcoming team environment.
- Training on internal systems and procedures.
- Ongoing professional development.
- Experience across adult education, exams, employability and funded programmes.
- Potential progression into **Employer Engagement Specialist, Project Coordinator or Tutor** roles.
- A meaningful role helping learners and candidates achieve their goals.

Issue Date Friday 6th November 2026

Digital Marketing Specialist & Programme Coordinator

Employer: Intech Centre
Location: 362 Essex Road, Islington, London N1 3PD
Salary: £26,500–£30,000 per annum, depending on skills and experience
Employment type: Full-time, in person
Working hours: Monday–Friday, 9:30am–6:00pm, plus Saturdays, 10:00am–2:00pm, with two Saturdays off each month.
Applicants must currently be based in London and able to attend our Islington centre for work.

About the Role

You will support learners throughout their journey, from their first enquiry and enrolment through to completing their programme and progressing into work.
Working with tutors, programme managers and our Careers & Employment Specialist, you will help learners understand their course, meet their commitments, develop their skills and prepare for opportunities in the digital sector.
Candidates with suitable industry experience may also have the opportunity to gain a teaching qualification and contribute to course delivery.

Key Responsibilities

Course enquiries and enrolment

- Respond to enquiries by telephone, email and in person, providing clear information about our digital courses.
- Explain course content, entry requirements, funding eligibility, attendance commitments, assessments and progression opportunities.
- Follow up enquiries and guide applicants through applications, initial assessments and enrolment.
- Complete and check enrolment forms, supporting evidence, signatures and other required paperwork.
- Maintain accurate learner records and handle personal information confidentially.

Programme administration and learner progress

- Coordinate learner communications, course arrangements, learning portal access and key deadlines.
- Keep attendance records, progress updates, review documents and completion paperwork accurate and up to date.
- Monitor attendance, engagement and progress, following up promptly when learners miss sessions or fall behind.
- Identify barriers to participation and work with colleagues to arrange appropriate support.
- Help learners prepare for assessments, complete programme activities and achieve their learning goals.
- Prepare information and evidence required for internal monitoring, quality checks and programme reporting.

Digital skills and employment support

- Use your digital marketing knowledge to help learners understand practical activities, projects and portfolio development.
- Support employer briefs and help learners present their work professionally.
- Work with our Careers & Employment Specialist to support portfolios, LinkedIn profiles, applications and interview preparation.

- Help coordinate employer introductions, interviews and progression opportunities.
- Follow up learners after completion and maintain accurate records of employment and other agreed outcomes.
- Contribute to course promotion, digital content and improvements to the learner experience.

Essential Skills and Experience

- Practical digital marketing skills, demonstrated through employment, freelance work, client projects or a strong portfolio.
- Working knowledge of social media marketing, content creation, SEO, online campaigns and performance measurement.
- Confidence using digital marketing platforms, content tools and AI tools appropriately.
- Sufficient understanding of web and app development to explain our programmes, with training on course details provided.
- Strong written and spoken communication skills, including the ability to explain information clearly to beginners.
- Excellent organisation, attention to detail and confidence completing administrative work.
- Good IT skills, including documents, spreadsheets, email and online systems.
- A supportive and professional approach to working with adults from different backgrounds.
- A relevant degree or equivalent professional experience.

Desirable Experience

- Commercial digital marketing experience in an agency, business or self-employed role.
- Education administration, learner support or funded programme experience.
- Experience with tools such as WordPress, Canva, Google Analytics, Google Ads or Meta Ads.
- Mentoring, coaching, training or supporting others to develop digital skills.
- Employer engagement or helping people progress into employment.

Development and Progression

We will provide training on our programmes, systems and administrative procedures.
For candidates with relevant industry experience and an interest in teaching, we may support you to gain an appropriate teaching qualification and develop towards supporting or delivering digital marketing sessions. This will depend on your subject expertise, development and programme requirements.

A teaching qualification is not required to apply.

Issue Date Friday 6th November 2026

Housekeeper

Company: Third Space
Location: Marylebone, W1U
Country: United Kingdom
Job Type: Permanent
Salary: £30,784 annual salary

Job Description
Third Space is London's luxury health clubs. Every club is unique, but they all share the same goal: helping our members be their personal best.
Our Housekeeping teams plays a vital role in creating exceptional environments for our members. Every clean studio, fresh towel and spotless changing room helps create the premium experience that Third Space is known for.

We're looking for Housekeepers to join our team on a permanent, full-time basis.

No previous experience is required. If you take pride in your work, enjoy being part of a team and want to work in a premium environment, we'd love to hear from you.

What you'll do

- Maintain exceptional standards of cleanliness throughout the club.
- Ensure changing rooms, studios, gym areas and member spaces are clean and well presented.
- Help create a safe and welcoming environment for members and colleagues.
- Work as part of a team to maintain the high standards Third Space is known for.
- Take pride in your work and pay attention to every detail.
- Deliver a positive and professional experience for our members.

What we need

- Ability to work early shifts (start as early as 05:30) and late shifts (finish as late as 23:45) – 5 out of 7 days a week (including weekends); 40 hours.
- Enjoy a physically demanding role
- Proactive and enthusiastic team player
- Good Attention to detail; Organised
- Be proud of your work and own your tasks and be reliable
- Be polite and respectful to our members

What you'll get in return

- Annual salary of £30,784
- Permanent, full-time position
- Guaranteed 40 hours per week
- Overtime opportunities available
- Complimentary Third Space membership
- Complimentary buddy membership
- Learning and development opportunities
- Career progression opportunities
- The chance to work with a supportive team in a luxury environment

Issue Date Friday 6th November 2026

No CV or previous experience required. Apply today.

At Third Space, we believe great people deserve great opportunities. If you're looking for a role where your work genuinely makes a difference and where you can develop and grow, we'd love to welcome you to the team.