

Thursday 11th July 2024



VACANCIES

Week Beginning:

Thursday 11th July 2024

Area:

Central London Jobs

For More Information Email:

sibert@pdt.org.uk

Telephone:

020 72668255

****For further information or to get an electronic copy of these opportunities please send request by email to the address above ****



#npop

Thursday 11th July 2024

Harrow Road Champions Project Leader

Hours: Full time (35 hours per week) flexible or part time hours will be considered

Salary: £29 to £32k per annum depending on skills and experience

Contract type: Fixed term 1 year contract with potential to extend

Reports to: Health and Communities Programme Manager

Location: TBC – desk space in Harrow Road ward with regular outreach in the community
We are looking for a friendly person with outstanding relationship building and organisational skills, a passion for health and wellbeing and for supporting and empowering others to run our Community and Maternity Champions project in Harrow Road ward.

Working with volunteers

Maintain a team of 20 Community and Maternity Champion volunteers including ongoing recruitment and induction as needed. Effectively manage, support and empower volunteers to achieve their personal goals and the goals of the project through 1:1s, team meetings and day to day contacts, in line with the PDT Volunteering policy Use leadership and interpersonal skills to inspire and motivate the Champions, to help them work well as a team and take ownership of Champion activities

Project Delivery

Manage project delivery to meet public health priorities and the needs and interests of the Champions, including community research, events, regular activities and public health campaigns. Use creative and innovative methods to engage hard to reach communities and promote health and wellbeing. Maintain a high level of understanding of key public health issues, resources, services and referral pathways and arrange and deliver training to support Champions to share key public health messages and signpost to services. Work with partner organisations including VSO partners within Harrow Road ward, the Council's Public Health, Communities and other depts, Integrated Neighbourhood Teams, GPs, Social Prescribers and other connectors to maximise the impact of the Champions and foster good working relationships between volunteers and local organisations and build the reputation of the Champions project in the local community. Work as a key partner within the North Paddington Programme: The North Paddington Programme | Westminster City Council
Ensure that the project is delivered in line with PDT policies including adult and child safeguarding, volunteering, health and safety, data protection and equality and diversity Work in partnership with other PDT projects, particularly other Champions projects to ensure shared learning and consistent quality across the team.

Monitoring, Reporting and Budgets

Effectively manage petty cash and maintain records of expenditure and support Programme Manager to manage the project budget Capture case studies and news and publicise to residents and stakeholders via the PDT website, Champions newsletters and social media Monitor, capture and record outputs on the online WISH database, complete quarterly monitoring reports to Bi-Borough Public Health, supported by the Programme Manager and ensure internal databases are kept up to date. Undertake any other duties as directed by the Programme Manager Be willing and able to work occasional evenings or weekends This role is based in a team that is geographically dispersed and so is suited to someone that is able to work independently.

Thursday 11th July 2024

Cleaner

Salary information: £8.60 - £12.62

Hours: 25

Closing date: 10 August 2024

Location: Marylebone, W1U 1BF

Company: PizzaExpress Restaurants Ltd

Job type: Permanent

No experience required.

What you'll be doing:

- Run the pot wash, clean crockery and glassware and restock
- Clean floors and bathrooms
- Working in a dynamic and energetic environment

Benefits:

- Free Food on shift
- 50% off food and drink when you're not working
- Wagestream gives you access to up to 40% of your earned wages before payday
- Wellbeing Support for you and your family
- Referral Bonus of £400 for referring pizza chefs and £1000 for referring managers
- Holiday Pay
- Pension & Life Assurance
- Pay Rates: under 21s earn £8.60 per hour. 21 and over earn £11.44 per hour
- Plus Tips - You'll receive tips/Tronc*, with a 70:30 split between waiting and non-waiting teams, on top of your wages
- Learning and Development Opportunities to invest in you

You'll be the heart of our team, making sure that everything in our Pizzeria is spotless and restocked. You'll create the perfect atmosphere in which our customers can have enlivening experiences and enjoy our famous pizza. Just be yourself and we will bring the best out of you.

Thursday 11th July 2024

RECEPTIONIST

Location London River Thames
Department GUEST SERVICE OPERATIONS
Hours Full-time
Local

Duties and responsibilities related to the Receptionist role

- Welcome guests upon arrival and verify their booking details.
- Perform the check-in process efficiently, providing room keys and information about the hotel facilities.
- Handle the check-out process, including billing, payments, and feedback collection.
- Coordinate with housekeeping to ensure rooms are ready for new arrivals.
- Liaise with other departments (housekeeping, maintenance, food and beverage) to meet guest needs and requests.

About you

Previous experience in hotel front office within the luxury segment is preferred. Strong communication skills and familiarity with hotel management software and basic computer skills are ideal.

Benefits of the Receptionist role include

- 12 complimentary nights a year across Hyatt Hotels worldwide
- Discounted hotel stays across Hyatt not just for you but also your family and friends from the day you start!
- Uniform provided and laundered complimentary
- Headspace membership and access to our Employee Assistance Programme
- 50% discount on food and beverages when you dine as a guest at selected Hyatt Hotels
- Continuous learning and development opportunities to provide you with a clear career path as well as job promotion opportunities across Hyatt Hotels worldwide

Thursday 11th July 2024

Early Years Assistant - Part Time

Salary £11.44 per hour

Location Maida Vale, NW8

Closing 31/07/2024

This is a permanent, part time vacancy that will close in a month at 23:59 BST.

Hours Part time (1pm-6pm) - Maida Vale, NW8

A bit about the role

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

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

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

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

You will need:

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

What's in it for you?

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

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Customer Service Assistant

Salary £13.65 - £14.00 per hour

Location SW2 5TN LON-Brixton

Hours 30 - 35-hour

Summary

Just like you.

As a Customer Assistant, no two shifts are the same. From restocking shelves to jumping on tills, you'll keep moving, keep business booming and never be bored. You'll take pride in going the extra mile to keep the store clean, tidy and organised, working closely with your colleagues and making sure that every customer receives the service they deserve.

In return, we'll give you a competitive hourly pay rate based on equal opportunity and pay structures, with an additional £2.00 per hour for bank holidays and £3.50 per hour for nights, as well as a generous benefits package designed to support your well-being and life outside of Lidl.

We're proud to be supportive teams with big ambitions too, so there'll be plenty of ways for you to progress. With the right training, we'll help you thrive in your role and champion you to succeed in your career here - you could even become a Freshness, Non-Food or Bakery Specialist.

What you'll do

- Be a Lidl expert, helping our customers with their questions, queries and requests
- Efficiently work deliveries as they arrive in store
- Passionately provide excellent customer service
- Proactively keep the bakery topped up by baking fresh goods
- Expertly merchandise and maintain our middle aisles of Non-Food products

What you'll need

- Experience working in a fast-paced environment
- Excellent customer service skills
- Flexibility to start a shift early or finish late
- A positive approach to changing priorities
- Drive and passion to work hard and make your store a success
- A smile on your face and a friendly manner to inspire your team and help our **customers**

What you'll receive

- 30-35 days holiday (pro rata)
- 10% in-store discount
- Pension scheme
- Enhanced family leave
- Long service award
- Plus, more of the perks you deserve

Please note your employment is conditional upon the Company's receipt of satisfactory references and if requested by the Company, a satisfactory Disclosure and Barring Service check.

Thursday 11th July 2024

Day Concierge

Shift Pattern: 4 on 4 off / 7:00 – 19:00 (day shifts)

Salary: £27,200 starting

Location: SW6

Profile

We have an amazing new opportunity for a Day Concierge to work at a friendly residential development based in SW6.

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

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

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

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

Responsibilities

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

Thursday 11th July 2024

Weekend Day Concierge/Security

Hours Saturday & Sunday; 07:00-19:00

Salary £17,035 per annum or £13.65 per hour

Location Marylebone (W1U) (nearest tube station is Baker Street or Marylebone)

We are currently recruiting for a new Weekend Day Concierge/Security Officer to become a part of the team at our prestigious Victorian mansion block in Marylebone (W1U), with 223 private residential apartments. The successful candidates will be 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.

Main duties and responsibilities:

- To provide a high-quality front of house, concierge and security service to the residents and guests providing a safe and welcoming environment.
- To assist with the residents, their properties and the building at all times, ensuring that the safety of all residents and visitors is maintained.
- Assist with the site fire and emergency procedures and policy and ensure all relevant preventative measures undertaken.
- Liaison with security manager for all residential and operational issues.
- To ensure that all security requests & are dealt in a timely and professional manner adhering to the relevant Assignment Instructions on every occasion.
- To enforce the building regulations to prevent or minimise risk of breach of lease or house rules.
- To work with the security Manager to implement tool box talks and other training exercises to benefit the development.
- Include tasks such as sorting out deliveries, replenishing stock levels of supplies, etc.
- Enhance collaboration with the security manager and offer support as required
- Demonstrate a commitment to participate in security training and adhere to procedures regularly as part of job expectations.

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Day Concierge (Luxury Residential – New Build)

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

Salary: £29,170 per annum or £13.36 per hour

Location: Tottenham Court Road (W1D)

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;
- 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;

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- 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.

Thursday 11th July 2024

Stockroom Assistant

Permanent contract

Full time: 42.5 hours per week

£34,610 per annum

Based in: Covent Garden, London

Closing date for applications: 8am, Friday 19th July 2024.

Who we are:

We continue to lead the way in opera, ballet, music and dance both live on stage and through multiple digital platforms, from live streaming to worldwide cinema screenings. The Royal Opera House wants to share these life-changing artforms with as many people as we can, working to enrich the cultural life of the nation by growing the public enjoyment and appreciation of exceptional ballet and opera.

The role:

Our Technical, Production and Costume Department plays a leading part in ensuring our performances are of the highest quality by delivering technical excellence for every performance, rehearsal, and event.

We are now seeking to recruit a Stockroom Assistant based within the Costume Department on a permanent basis to assist with all activities required for the efficient running of the stockroom.

What you'll bring:

You will be able to demonstrate:

- BA/HND in costume and/or relevant experience in an equivalent arts organisation.
- Knowledge of suppliers of fabrics, haberdashery and general goods used in the production of opera and ballet costumes.
- Excellent IT skills, including a good understanding of Microsoft programmes.
- Excellent verbal communication skills, with an ability to deal, calmly and effectively with a wide range of people from within and outside the organisation.
- Ability to prioritise workloads, to work under pressure with a high level of organisational proficiency.
- Knowledge of theatrical costume and appropriate terminology.
- Experience and understanding of textiles, fabrics and notions.

We value the diversity new hires can bring to our workforce. A working knowledge of our repertoire is not essential, but the ability to learn quickly is.

Thursday 11th July 2024

Early Years Practitioner Level 3 Part Time TTO

Marsham Street Nursery and Pre-School

Salary **£13.69 per hour**

Location **London SW1P**

Closing 31st July 2024.

Hours Part Time - Term Time only- 27 hours per week (across

Days Monday, Tuesday and Friday)

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

A bit about the role

We know you work in Early Years because you love helping children develop and learn. You are warm and keen to give children the best education to succeed in life.

Every nursery shares unique teaching model. But you will have the freedom to be creative to suit how the children learn best. Whether you hop on a train to the Science Museum, take a bus to make friends at a nearby nursery, or bake with your nursery chef, it's always about the children in our nurseries.

You will need:

- Level 3 or above childcare qualification
- The right to work in the UK
- An ability to safeguard and protect children
- To be positive, adaptable 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 Headspace app, shopping discounts, annual conference and money for team celebrations

About the nursery

Rated Outstanding by Ofsted, Marsham Street Nursery and Pre-School provides Early Years education and care to children from birth to 5 years old. We're situated in Westminster, behind Tate Britain and not far from Pimlico underground station. The nursery has two gardens and is set on three levels with separate floors for each age group. Our children enjoy activities including small worlds with mythical creatures, woodwork, cooking, yoga, climbing and more. They love to explore too, enjoying outings to St James Park and Tate Britain.

Thursday 11th July 2024

Early Years Practitioner Level 3 Pre-school Full Time

Harrow Road Nursery and

Salary **£28,012**

Location **Paddington**

Closing 31st July 2024.

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Thursday 11th July 2024

Housekeeper

Salary: £12.43 to £12.43 per hour

Hours: Full time

Closing date: 31 July 2024

Location: London, NW8 0HJ

Company: Avery Healthcare Group

Join the team at **Hampstead Court Care Home** in **St Johns Wood** as a Housekeeper and take great pride in ensuring all standards of cleanliness, infection prevention control and laundry are of an excellent standard. The home is looking for a team member like you to have a daily focus on attention to detail and keeping our residents' home really clean. Your responsibilities will include vacuuming, cleaning bathrooms, polishing and deep cleans – all general cleaning tasks that mean so much to our residents.

Our Housekeepers have fun while they work, chatting away to residents, learning about them, forging friendships and demonstrating Avery values of being Proud, Supportive and Caring.

Your Working Life

- Flexibility - We can offer a range of shift patterns that best fit around your family. Let us know what hours you are looking for and we will do our best to accommodate you
- A career development pathway and support with qualifications – linked with increases in salary
- A comprehensive and supportive induction programme to ensure confidence and competence

Avery #OneFamily Well-being Programme

- Blue Light Card - Employee discounts scheme for a wide range of retailers, restaurants and days out
- Daily staff celebrations
- Staff well-being committees
- Mental health first aiders for staff
- Apprenticeship programme
- Managing Director award and Avery Awards

To join us as a Housekeeper, it is essential that you are a naturally caring character that always puts people first, shows kindness, warmth and respect at all times, and loves to create a happy and clean home for those who live and work there.

You love working as part of a team and being supportive to your colleagues as well as your residents and their families. Most importantly, you feel proud to be a Housekeeper. We are so proud of our teams, and we will help you feel proud of the work you do too by sharing successes and welcoming you into our #OneFamily.

Do not worry if you are new to cleaning in a professional environment. We will support and train you and encourage you on your career pathways as much or as little as you like.

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Catering Assistant

Salary: Not specified

Additional salary information: Competitive

Hours: Full time

Closing date: 31 July 2024

Location: London, W2 6BD

Company: Compass Group

Job type: Permanent

As a Customer Service Assistant, you will contribute to a passionate and friendly team working in a supportive environment. In ESS you'll get given every opportunity to progress within a company that invests in its people, celebrates individuality, and rewards and recognises employees who love to give great customer service.

Your key responsibilities will include:

- Work across all our service areas of food delivery, café, bars, convenience shops, and accommodation to deliver a great service to our customers.
- Your duties will include serving customers in our restaurants, cafes and convenience shops, basic food preparation, cleaning and generally ensuring that our customer areas are ready to delight
- Taking responsibility for stocking food and beverage areas.
- Complete regular day to day activities as required to ensure a smooth operation.
- Take a flexible approach to work and always demonstrate the great behaviours to colleagues, customers and clients.

Our ideal Customer Service Assistant will be:

- A good communicator, able to confidently liaise with customers and colleagues
- Self-motivated and able to work unsupervised.
- Committed to high levels of customer care
- Able to undertake a range of manual cleaning duties
- An enthusiastic individual with a passion for working in a catering environment
- Positive and take pride in their work

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Exhibitions Assistant

Location: St Pancras

Hours: Permanent – Full time

Grade: D

Salary: £24,617 per annum

Closing date: 28 July 2024

Interview date: 15 & 16 August 2024

The post offers the opportunity to work in a dynamic environment and with iconic literary and historical manuscripts, maps, photographs, posters, sacred texts, and sound.

You will combine excellent organisational skills and the ability to work to tight deadlines with excellent written and oral communications skills including the ability to work effectively and efficiently with a wide range of specialists. You will need to be flexible on working hours and will need to on occasion be able to work outside of normal hours, including weekends.

As one of the world's great libraries, our duty is to preserve the nation's intellectual memory for the future and make it available to all for research, inspiration and enjoyment. At present, we have well over 170 million items, in most known languages, with three million new items added every year. We have manuscripts, maps, newspapers, magazines, prints and drawings, music scores, and patents. We make our collections and programmes available to all. We operate the world's largest document delivery service providing millions of items a year to customers all over the world. What matters to us is that we preserve the national memory and enable knowledge to be created both now and in the future by anyone, anywhere.

In return, we offer a competitive salary and a number of excellent benefits. Our pension scheme is one of the most valuable benefits we offer, as our staff can become members of the Alpha Pension Scheme where the Library contributes a minimum of 28.97% (this may be higher dependant on grade. Another significant benefit the Library provides is the provision of a flexible working hours scheme which could allow you to work your hours flexibly over the week and to take up to 5 days flexi leave in a 3 month period. This is on top of 25 days holiday from entry and public and privilege holidays.

Thursday 11th July 2024

Sales Assistant at Tesco

Salary information: £11.84 plus 30p per hour Tesco premium Per Hour

Hours: Part time 12 hours per week.

Closing date: 01 August 2024

Location: Brent Cross, Northwest London

Working Hours: On-site only Flexibility to work Monday to Saturday, between the hours of 8am and 7pm is required

Company: The Entertainer

Job type: Permanent

We are looking for energetic and hard-working Sales Assistants to join The Entertainer team working in Wembley Tesco Extra today!

The Entertainers exciting partnership with Tesco, means shopping our outstanding range of toy brands in a Tesco Superstore or Extra, has never been easier!

Based in this Tesco supermarket, you will be independently running your own toy aisles in our unique Entertainer branded space. You will be responsible for delivering a great shopping experience for our customers, keeping the shelves full and priced – whilst being on hand to confidently answer any toy related questions too with your newly found toy knowledge.

With your remote Entertainer Manager's support and guidance, you will have the expertise to carry out your main duties which include merchandising stock, replenishing the department, pricing and implementing promotions, whilst keeping the toy offering up to date and well stocked.

Having bucket loads of enthusiasm will help you with this unique role in which self-motivation, being able to work on your own initiative, and always taking pride in your work will be key attributes.

What we need from you

Be reliable and dependable – you should always be on time for your shifts. You should be able to work on your own and complete tasks without supervision, using your initiative to make the department inviting

Be practical and flexible – you will be working independently to unload deliveries and should be flexible with shift patterns and overtime. Thinking on your feet is key to your success in this role

Be enthusiastic and self-assured – you will be comfortable in approaching and talking to management both at The Entertainer and Tesco, and you will love doing what you do

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Be tech savvy and responsible – you will use company property as intended and take care of it. You should be able to send and receive messages to your Line Manager and keep up to date with instructions issued across all communication platforms

Be open and honest – you will keep open communication with your Line Manager and colleagues, reporting issues promptly

Be confident and decisive - you will be able to communicate clearly and respond quickly and positively to any changes.

Be passionate and knowledgeable – you will acknowledge and engage with customers by sharing your knowledge and great advice about our products

Your key responsibilities will include

Merchandising, handling deliveries, replenishing stock and price management

Start of shift bay checks for pricing, stock gaps and recovering general standards

Replenishment of section, maintaining cleanliness and good organisation

Maintain good communication with your colleagues and Line Manager

Acknowledge customers in the aisles, making conversation and encouraging a sale using your awesome toy knowledge

Thursday 11th July 2024

Visitor Welcome Assistant

Location: IWM Churchill War Rooms
Category: Front of house/visitor services
Salary: £13,981.25 per PA pro rata, £22,370 PA full time equivalent
Hours/Contract type: Part time t Temporary

The Welcome Assistant Team should understand the organisational objectives for visitors and promote other products and services including events and tours, guidebooks, membership, shops and cafes to maximise IWM's revenue. Working alongside a team of volunteers they should ensure that visitors receive an excellent welcome and goodbye to the site, be the point of contact for Visitor Experience queries, and assist in ensuring each visitor gets the best out of every visit.

Key duties

This role is based outside, welcoming visitors and managing the queues. Uniform will be provided.

You will be expected to work independently as well as across different teams, in particular Retail and Admissions, Volunteering, Operations and Security, in order to contribute to and deliver the priorities of IWM - using your knowledge, skills, talent and potential to the best of your ability.

You will focus at all times on delivering excellent customer service and be, professional and courteous, whilst demonstrating the behaviours and attributes expected of all IWM employees. You will also adhere to all corporate standards, and use corporate systems as directed to ensure consistency of service, brand and operational standards.

You will be expected to work across departments effectively, working with individuals, partners and where appropriate volunteers.

To identify and implement learning and development needs for both yourself and your team, including volunteers, if appropriate.

In addition, your duties will include:

Queue Management

Ensure that visitors receive a proactive, friendly and welcoming arrival, are able to get the most out of their visit and leave knowing what they might want to do next with IWM.

Work collaboratively across all FOH departments to ensure queues are well-organised, orderly and safe.

Check the times and dates on the tickets of pre-booked ticket holders to ensure they are visiting at the correct time and direct visitors to the correct queue.

Help streamline the queueing process by ensuring that pre-booked ticket holders have their tickets downloaded and ready to be scanned when they enter.

Volunteer co-ordination

You will be expected to provide support and supervision to the volunteers on the queues, ensuring they are briefed and ready for the day and providing ongoing support throughout the day. You will role model the expected standard for visitor experience.

Income Generation

You will ensure that income objectives for the IWM are considered when advising on a visit and actively promote the shops, cafes, tours, events, experiences and the value of membership amongst other products and services.

You should be trained and able to talk about memberships, its benefits for the individual and for the IWM and to be able to actively recruit members.

Thursday 11th July 2024

Sales Assistant

Location: Maida Vale

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

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

Salary: £8.65 - £11.90 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.
- Wagestream - access to an app that gives you power over your pay and supports financial wellbeing
- Aviva Digicare Workplace+ - access to free digital healthcare services such as digital GP appointments and mental health consultations
- Discount deals with over 3,000 retailers, including a discount card with our sister company, Superdrug
- Employee Assistance Programme with Retail Trust
- Your career, your way – a clear progression 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!

Next steps...

If your application gives us that bargain buzz, you will be contacted to arrange a phone interview within 14 days of application. Good luck!

Thursday 11th July 2024

Room Attendant

Salary information: £13.75 p/h, Recognition, Incentives and Awards

Hours: Full time 0-40 Hours per week Available to work some weekends.

Closing date: 08 August 2024

Location: NW1 2AJ

Company: Hotelcare

Job Overview:

HotelCare are committed to excellence in all that we do and our Room Attendants are integral to upholding impeccable cleanliness standards, enhancing guest satisfaction in hotels nationwide. Joining our dynamic team, you'll thrive in a fast-paced environment, consistently delivering the highest levels of room cleanliness.

Key Responsibilities

- Clean and tidy guest rooms to established standards.
- Change bed linens, replace towels, empty trash bins and restock amenities.
- Dust furniture, vacuum carpets, and clean mirrors for a neat appearance.
- Sanitize surfaces thoroughly for hygiene maintenance.
- Maintain stock levels of cleaning supplies and toiletries.
- Promptly report any maintenance issues or damages.
- Follow supervisor instructions and adhere to safety protocols.
- Ensure the security of guest rooms and the privacy of the guests.
- Provide professional and respectful service to guests and respond to their requests promptly.

Person specification, Experience

Preferred Experience: Experience in a similar role within the hospitality industry, particularly in housekeeping or room attendant positions.

- Skills and knowledge
- Physical ability to lift, bend, and stand for extended periods.
- The ability to work individually and as part of a team.
- Strong time management skills.
- Attention to detail.
- Flexibility and willingness to learn.
- A 'Can Do' attitude.
- Adaptability to organisational needs.
- Ability to prioritise and multi-task.
- Capability to provide excellent customer service.
- Self-motivation and accountability.
- Ability to work confidentially and with integrity.
- Ability to work under pressure and to follow instructions.
- Awareness of safety regulations and compliance.

Flexibility



Thursday 11th July 2024

Night Receptionist

Salary: £12.96 to £12.96 per hour

Hours: Full time

Closing date: 28 July 2024

Location: London, London, W1U 6NF

Remote working: On-site only

Company: PPHE Hotel Group

At Holmes Hotel, we believe in providing a hotel experience that is tailored to the individual and their needs. As our **Night Receptionist** you are the first and last person our guests see. Your helpful, can-do approach and passion for great service will create an amazing impression each and every time.

As a Night Receptionist you will receive:

- Salary: £12.96 per hour plus incentive
- Heavily discounted hotel rates in Europe (extends to the Radisson Hotel Group and family & friends)
- F&B discounts 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
- 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

We are looking for a Night Receptionist:

- Who has excellent interpersonal skills and able to connect with others
- Who will manage requests promptly, helpfully, politely and with a caring attitude
- Who possess a good command of English and has excellent communication skills
- Who shares our values: Confidence, Understanding, Playful, Curious, Elegant, Easy

Who is available to work 4 days on, 3 days off, on a 10-hour shift basis (from 9:30pm to 8am)

With previous experience as a **Night Receptionist** preferable

Located in the heart of Marylebone, Holmes Hotel is an original and unquestionably unique boutique hotel created for curious minds. The ideal home from which to investigate the rest of the city.

Thursday 11th July 2024

Team Member

Salary	£11.62 per hour, if you are under 18 this will be £9.86 per hour
Contract Hours	35
Contract Type	Permanent
Closing Date	07 August 2024

About the role

We're looking for Team Members to join us!

As a Team Member, you'll provide fast and friendly service to our customers, make sure the shop is clean and tidy, and prepare our much-loved products.

We serve our customers across a number of different channels; in-shop, delivery, Click + Collect and drive thru. You'll play a key part in making sure customers have a brilliant experience when shopping with us - whether they order in store or order their food online.

We can offer you

- **Competitive pay** paid weekly
- **Colleague discount** allowing you and a family member to enjoy up to 50% off your favourite Greggs products
- **Free hot drinks** for you to enjoy while on a break
- **Paid breaks** allowing you to recharge your batteries
- We share **10% of all our profits** with our colleagues
- **Holiday entitlement that grows** as your career grows with us
- Colleague **share plans** to help you invest and save for your future
- **Pension scheme** to help you plan for your future. We'll match your contributions up to 6%
- **Employee assistance app and confidential helpline** to help with your wellbeing
- **Long service awards** celebrating key milestones in your career
- **Savings and discounts** across a wide range of your favourite brands and retailers

About you

Previous work experience is not essential. As long as you're willing to learn, we'll give you all the training you need to do an amazing job.

If you think you have what it takes to deliver exceptional customer service in a fast-paced environment, and have some fun on the way, then we want to hear from you. If your availability matches what we're looking for, apply now to begin your career at Greggs.

Thursday 11th July 2024

Teaching Assistant - Music

Location Sloane Square Westminster SW1W 8JF
Salary £33,500 + benefits
Job type Full Time, Permanent
Start date September 2024
Apply by 2 August 2024
Closing date 8:00am on 2nd August 2024.

Job overview

From September 2024, Francis Holland Preparatory School will open in an iconic Grade II listed building in the heart of Chelsea, just off the King's Road.

The school has an exciting opportunity for a Teaching Assistant to join the music department.

Key responsibilities:

- Working closely with the Director of Music, you will support pupils (through scaffolding or stretching) in order to facilitate their access to a broad, balanced academic curriculum.
- Assisting the Director of Music in providing a stimulating educational environment in which all pupils can reach their potential.
- Accompanying and assisting various choral and instrumental groups in weekly rehearsals and performances.
- Leading and accompanying hymns for weekly whole school assemblies when necessary.
- Assisting in teaching of academic music lessons at the discretion of the Director of Music.
- Offering piano accompaniment for individuals or groups as required (e.g. Fanny Davies Music Festival, Musical Production, Music Exams, etc.).
- Managing, organising and maintaining displays and noticeboards throughout the department.
- Organising administration for weekly Visiting Music Lessons – ensuring timetables and registers are suitably maintained.

Thursday 11th July 2024

H2S Passenger Assistant

Location	W10
Industry	Healthcare
Job Type	Full time
Salary	£13.15 Hourly
Closing Date	31st August 2024

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

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

About the role

Main duties:

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

Daily functions of this role include:

Thursday 11th July 2024

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

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

Special needs of clients (mobility problems, learning difficulties, mental health problems, elderly, disabled).

Types of transport operating – fleet vehicles, including those adapted for disabled access. Numbers and ages of service users / clients will vary.

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

Thursday 11th July 2024

HOUSEKEEPING PORTER

Location London River Thames
Department HOUSEKEEPING/LAUNDRY
Hourly/Entry Level Employee
Hours Full-time

Summary

Duties and responsibilities related to the Housekeeping Porter role

- Assisting with laundry operations, including sorting, washing, drying, folding, and distributing linens and towel
- Support with general cleaning of guest, public and back of house areas
- Responding promptly to guest requests and ensuring their needs are met in a timely and efficient manner
- Assisting with inventory management by stocking housekeeping carts with supplies and amenities and ensure supplies are kept at optimal levels

About you

- Previous experience in a luxury setting is beneficial, with meticulous attention to detail. Proficiency in conversational English to effectively communicate with colleagues and guests.

About The Hotel

Opening 2024, London River Thames offers 203 spacious and comfortable rooms, including two ambassador suites and a presidential suite. With stunning city and river views, signature Charlie Whinney pieces, and a convenient location in the heart of London, the hotel is an ideal launchpad to explore the city, with nearby attractions including Big Ben, Buckingham Palace and Kings Road. The hotel will boast exquisite dining options, state-of-the-art events space and an indulgent spa with relaxation lounges, spa rooms and indoor pool.

Benefits of the Housekeeping Porter role include

- 12 complimentary nights a year across Hyatt Hotels worldwide
- Discounted hotel stays across Hyatt not just for you but also your family and friends from the day you start!
- Uniform provided and laundered complimentary
- Headspace membership and access to our Employee Assistance Programme
- 50% discount on food and beverages when you dine as a guest at selected Hyatt Hotels
- Continuous learning and development opportunities to provide you with a clear career path as well as job promotion opportunities across Hyatt Hotels worldwide

Thursday 11th July 2024

GOODS RECEIVER

Location London River Thames
Department PROCUREMENT AND PURCHASING
Hourly/Entry Level Employee
Hours Full-time

Summary

Duties and responsibilities related to the Goods Receiver role

- Creating purchase orders based on requisitions or direct requests from different departments.
- Communicating with suppliers to obtain product information, negotiate prices, and confirm order details.
- Monitoring inventory levels to ensure that stock is maintained at optimal levels.
- Organizing and filing purchase orders, receipts, and invoices for easy retrieval and auditing purposes.
- Assisting in managing the procurement budget by tracking expenditures and ensuring cost-effective purchasing.
- Ensuring that all purchasing activities comply with company policies and relevant regulations.

About you

- Proven experience in Purchasing, preferably in the hospitality sector. Strong analytical and problem-solving skills are essential, as are excellent attention to detail and proficiency in purchasing software.

About The Hotel

Opening 2024, Park Hyatt London River Thames offers 203 spacious and comfortable rooms, including two ambassador suites and a presidential suite. With stunning city and river views, signature Charlie Whinney pieces, and a convenient location in the heart of London, the hotel is an ideal launchpad to explore the city, with nearby attractions including Big Ben, Buckingham Palace and Kings Road. The hotel will boast exquisite dining options, state-of-the-art events. space and an indulgent spa with relaxation lounges, spa rooms and indoor pool.

Benefits of the Goods Receiver role include

- 12 complimentary nights a year across Hyatt Hotels worldwide
- Discounted hotel stays across Hyatt not just for you but also your family and friends from the day you start!
- Business attire laundered complimentary
- Headspace membership and access to our Employee Assistance Programme
- 50% discount on food and beverages when you dine as a guest at selected Hyatt Hotels
- Continuous learning and development opportunities to provide you with a clear career path as well as job promotion opportunities across Hyatt Hotels worldwide

Thursday 11th July 2024

ACCOUNTING CLERK

Location London River Thames
Department ACCOUNTING/FINANCE/TAX
Administrative
Hours Full-time

Summary

Duties and responsibilities related to the Accounting Clerk role

- Process invoices, verify their accuracy, and ensure timely payments to vendors.
- Assist in the preparation of monthly, quarterly, and annual financial reports.
- Generate financial statements such as balance sheets, income statements, and cash flow statements.
- Monitor actual performance against the budget and report variances.
- Ensure compliance with financial policies, procedures, and regulations.

About you

- Proven experience in accounting, preferably in the hospitality sector. Strong analytical and problem-solving skills are essential, as are excellent attention to detail and proficiency in accounting software.

About The Hotel

Opening 2024, Park Hyatt London River Thames offers 203 spacious and comfortable rooms, including two ambassador suites and a presidential suite. With stunning city and river views, signature Charlie Whinney pieces, and a convenient location in the heart of London, the hotel is an ideal launchpad to explore the city, with nearby attractions including Big Ben, Buckingham Palace and Kings Road. The hotel will boast exquisite dining options, state-of-the-art events. space and an indulgent spa with relaxation lounges, spa rooms and indoor pool.

Benefits of the Accounting Clerk role include

- 12 complimentary nights a year across Hyatt Hotels worldwide
- Discounted hotel stays across Hyatt not just for you but also your family and friends from the day you start!
- Business attire laundered complimentary
- Headspace membership and access to our Employee Assistance Programme
- 50% discount on food and beverages when you dine as a guest at selected Hyatt Hotels
- Continuous learning and development opportunities to provide you with a clear career path as well as job promotion opportunities across Hyatt Hotels worldwide

Thursday 11th July 2024

Day Concierge

Salary Up to £28000 per annum + Pension
Job Location West London, London
Job Type Permanent
Days 4 On 4 off
Hours 8am – 8pm

- Offering a warm and professional welcome to visitors and entering their details into the visitor log
- Overseeing the safe keeping of the building's keys to allow access for maintenance and repairs when necessary
- Contributing to the maintenance of the building by reporting faults or damage to fixtures and fittings
- Overseeing deliveries and signing for packages when required
- Building a network of local contacts to ensure high-quality recommendations
- Acting as a first point of contact for queries and complaints
- Dealing with lost property and locating missing items
- Liaising with housekeeping, cleaning and grounds keeping staff to ensure that safety and cleanliness standards are maintained