

Thursday 22<sup>nd</sup> August 2024



# VACANCIES

Week Beginning:

***Thursday 22<sup>th</sup> August 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**

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## Night Concierge

Location: Chelsea  
Night: 4 nights On and 4 nights off  
Salary: £29,000 – £30,000  
Hours: Nights 8pm – 8am

### Required:

#### Driving license

- 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

## Estate Operative

Salary £25,000 / year 24 days holidays + pension contribution  
Working Pattern Monday to Thursday 08:00-16:00,  
Friday & Saturday + BH 08:00-12:00

Estate Operative required for a modern high end residential development in Battersea: –  
Gutter & Drains clearing High rise blocks, Clearing cobwebs on canopies and other exterior areas

Estate Litter pick & sweeping, Including gate area(Inside and Out)

wiping out Stain on walls & patios

Leaves clearing around the bushes and surrounding pavements

Bin clearing all low rise Blocks.

Tidying of recycling areas.

Emptying bins and ashtrays on car park grounds and block entrances

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# Accounts Payable Officer

**Location:** Hyatt Regency London Blackfriars

**Department:** Finance

**Hours:** Full-time

## What you will do as an Accounts Payable Officer

- Receive invoices from vendors and suppliers
- Verify the accuracy of invoice details, such as amounts, terms, and company information.
- Match invoices with purchase orders and receiving reports to ensure consistency.
- Schedule and prepare payment runs, including checks, electronic transfers, and other forms of payment.
- Generate and review accounts payable reports for management.
- Work closely with the purchasing and receiving departments to streamline the invoice approval process
- Assisting Finance Manager in preparing month end journals

## About You

Proven experience as an Accounts Payable Officer, Clerk, or similar role in the hospitality industry. Familiarity with accounting software and Microsoft Office Suite and a strong understanding of basic accounting principles.

## Just some of the benefits you will enjoy as an Accounts Payable Officer

- 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!
- Free meals on duty
- 50% discount on food and beverages when you dine as a guest at selected Hyatt Hotels
- Business attire laundered complimentary
- Headspace membership and access to our Employee Assistance Programme
- Continuous learning and development opportunities to provide you with a clear career path as well as job promotion opportunities across Hyatt Hotels worldwide

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# Lunch Cover Receptionist

Hours: Monday-Friday / 13:00-14:00 (1 hour per day)  
Salary: £13.15 per hour  
Location: St Paul's (EC2V)

We are currently recruiting for a receptionist (**LUNCH COVER ONLY**) to work in our residential developments based in central London (St Paul's), where you will have responsibility for delivering the highest levels of customer experience and service to all residents, guests, contractors, the client.

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

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

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

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

## Responsibilities

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

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

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# Caretaker

Salary: £30,000 per annum  
Contract: Permanent,  
Hours: Full Time Role – Monday-Friday 8.30-5

Are you an experienced, motivated caretaker or building manager looking for an exciting new opportunity?

A highly reputed Property Management firm in West Kensington is on the lookout for a Caretaker/Porter to join their team on an immediate basis.

- 1) Act as the landlord's representative with the tenants on site:
  1. Take onboard any feedback from the residents and relay to the landlord
  2. Do not disclose sensitive information without approval of the landlord.
  3. Understand the landlord's strategies in regard to the freehold being a commercial investment and help the landlord deliver that strategy accordingly on site.
  4. Attend the annual residents AGM and report back to the landlord.
- 2) Report any resident issues to the landlord including:
  1. Complaints about the landlord, managing agent or building.
  2. Structural or property damage and upkeep issues you feel are beyond normal daily wear and tear
  3. Unauthorised access to landlord owned areas of the property.
- 3) Familiarise yourself with the leases of the property and then inform the landlord of any non-compliance with leases, including but not limited to:
  1. Properties let out not in accordance with the lease
  2. Pets contained within flats.
  3. Any residents causing nuisance.
  4. Any residents causing damage.
  5. Any residents seemingly extending the demise of their property outside the scope of their lease.
  6. Any residents conducting work to their properties that are not authorised.
- 4) Be vigilant of landlord owned areas of the property, including the loft space and flat 1a.

## Cleaning and Upkeep:

The activities required to fulfil the landlord obligations under the leases at the property are as follows:

### DAILY: (All five blocks)

- Collect refuse and deliver post to residents
- Dispose of any junk mail and litter
- Sweep down the external front steps
- Vacuum all entrance hall areas
- Dust down all banisters and clean entry phone panels
- Spot clean where necessary
- Check both internal and external areas for blown bulbs
- Dust down window sills and door frames
- Provide access to contractors doing work in the communal/external areas

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**TWICE WEEKLY:**

- Prepare all rubbish for collection prior to arrival of dustbin men
- To check all gullies and ensure they are clear of leaves and other debris and remove where accessible

**ONCE WEEKLY:**

- Report to D&G confirming all issues residents raise and the necessary action taken, in writing (email and where possible with pictures).
- One block cleaned per day, the order in which they are cleaned is your choice
- Vacuum all stairways landings etc
- Polish all sills, ledges and banisters
- Dust/wash down all uncarpeted areas of the staircases including the banister spindles
- Clean all light switches
- Sweep down all basement areas, bag and disposal of leaves and litter
- Dust down (polish where necessary) all communal door furniture
- Sweep and wash down front steps

**WHEN REQUIRED:**

- Jet wash all external communal areas to the front and rear of the buildings
- Report any items that require formal instruction to the managing agents
- Help residents where possible
- To remove any snow/ice or any other item which could cause obstruction to the front steps and put down grit when icy weather is expected
- Assist by being the onsite liaison for any major works taking place at the property.

**We are looking to set up interviews ASAP so please do not hesitate to apply!**

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# Bar Assistant

Positions	1
Salary	£25,700 per annum
Contract Type	Permanent
Working Pattern	Full Time
Leave entitlement	Starting at 30 days per annum
Pension	Civil Service Pension Scheme
Closing Date	1st September 2024 at 23:55

We are looking for a Bar Assistant to join our Catering and Retail Services Office at House of Lords. This is a position where you will ensure that a high standard of customer service and presentation is always offered through the provision of food and beverages for Peers, their guests, and Staff of the House. You will maximise sales and profitability and achieve targets through your prompt and efficient service.

This is an opportunity to work onsite at Parliament!

## You'll be accountable for/to:

- Work effectively, ensuring that the highest standards of customer service is maintained at all times.
- Dispense of a range of alcoholic and non-alcoholic beverages, in a timely and efficient manner.
- Ensure that high standards of housekeeping, cleanliness of premises and equipment are maintained at all times.
- A proactive approach to maximising additional sales opportunities for increasing revenue and profitability.
- Ensure good rotation of stock at all times and that sale points are stocked for service.
- Be responsible for accurate cash and card payment handling and for the float at the end of the shift.

*If this sounds like something you would like to hear more about, please apply below.*

## What we're looking for:

- A strong and confident communicator.
- Knowledgeable – a good understanding of Bar operations.
- A good standard of customer service.

*The job description provides full details about the role and what we are looking for.*

*What you'll get in return:*

- 30 days annual leave (increasing to 35 after one years' service).
- Generous pension scheme.
- Discounts from well-known brands and retailers.
- Parliamentary health and wellbeing programme.
- The opportunity to witness history in the making!

*We welcome and encourage job applications from people of all backgrounds. For this role we particularly welcome applications from groups which are currently underrepresented within the team, including applications from Black, Asian and ethnic minority candidates and candidates with disabilities.*

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# Kitchen Porter

Positions	2
Salary	£24,620
Contract Type	Permanent
Working Pattern	Full Time
Leave entitlement	Starting at 30 days per annum
Pension	Civil Service Pension Scheme
Closing Date	1st September 2024 at 23:55

We are looking for 2 Kitchen Porters in our Catering & Retail Service department at House of Lords. This is an exciting position for someone who maintains highest standard of cleanliness and tidiness, according to current health and food hygiene legislation at all times.

This is an opportunity to work onsite at Parliament working Monday to Friday!

As a Kitchen Porter you will be expected to undertake all general Kitchen Porter duties, work to pre-arranged cleaning schedules, and use cleaning equipment and materials effectively. You must be prepared to assist other team members when required and should expect to be moved from area to area as demand requires and will feel comfortable to work in a fast-paced environment.

## You'll be accountable for/to:

- Thorough cleaning of designated areas, sweeping and mopping of floors, ensuring that all surfaces are hygienically cleaned as instructed by the Line Manager.
- Cleaning of heavy-duty cooking utensils, pots, trays in pot wash sinks.
- Cleaning and polishing of tarnished silver wear and cutlery.
- Prepare the dishwasher for the days use by checking that it is in full working order, has sufficient chemicals for the day's operation, and that it is cleaned as directed by the Head Porter. Advise the Head Porter of any faults and chemical requisitions required.
- Make sure that all the dirty crockery and cutlery is cleared off the service lifts, wash in the appropriate dishwasher; once cleaned, stack all items safely on the correct shelves or send clean crockery, cutlery and glassware to the appropriate outlet as required by the waiting staff.
- Observe all legislative requirements including those concerning food hygiene, and health and safety at work. Each member of staff should eliminate hazards to safety and to health, and where this cannot be done the hazards should be reported to the appropriate Health and Safety Co-ordinator.

*If this sounds like something you would like to hear more about, please apply below.*

## What we're looking for:

- To have a basic Food Hygiene Certificate or equivalent and COSHH. It would be desirable to also have some knowledge of Health & Safety and Manual Handling.



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# Event Doorkeeper

Positions	1
Salary	£25,970 - £28,361 per annum
Contract Type	Fixed Term
Contract Length	12 months
Working Pattern	Full Time, Shift Work
Location	On-site (Parliamentary Estate)
Leave entitlement	Starting at 30 days per annum, pro-rata
Closing Date	1st September 2024 at 23:55

## The Role

The Doorkeeper team is a busy section which is fully committed to the professional working of the House.

Doorkeepers are responsible for maintaining security, staffing static security posts around the Palace and providing excellent customer service to Members and others. On occasion Doorkeepers assist with ceremonial duties and external events.

## Some of the responsibilities for this role include:

- Maintaining the security of the House of Commons preventing unauthorised access into the estate and assisting with evacuation.
- To recognise every Member of Parliament and control access to various locations. Facilitating unimpeded and appropriate access by Members as required.
- Advising and assisting Members, Members' guests, Staff and the public with regards to access and access regulations.
- Providing security for functions in the House.
- Performing static and roving patrols.

## Skills and Experience

### To be successful in this role you will demonstrate:

- Ability to work reliably and flexibly as part of a team within a complex, challenging and changing environment, upholding the principles of equality, diversity and inclusion at all times.
- The ability to exercise sound judgement, take the initiative and demonstrate assertiveness in a difficult situation.
- Good interpersonal and customer service skills, with the ability to deal tactfully and confidently with people at all levels.

CV & Supporting Statement – If you would like to apply for this role, please submit your CV and covering letter with a 1,000 word limit.

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# Assistant Librarian

Positions	2
Salary	£31,000
Post Type	Concurrent (External + Internal)
Contract Type	Fixed Term
Contract Length	Until 31st July 2025 with possibility of extension or permanency.
Working Pattern	Full Time
Pension	Civil Service Pension Scheme
Closing Date	8th September 2024 at 23:55

The roles will involve using multiple modules of the Library Management System (Koha) and opportunities to use administrative functionality of other systems, currently including Ebook Central, Summon and Aspen.

## You'll be accountable for:

- The production of accurate, consistent and relevant records based on a knowledge and understanding of RDA, AACR2, LCSH, DDC23 and MARC21; assist in development of appropriate policy and practices in connection with above.
- Creation, maintenance and deletion of the Library's journal control records as appropriate, and cataloguing of print and electronic journals; provision of support to staff responsible for checking in journals and maintenance of manual.
- Creation, maintenance and deletion of the Library's acquisition records as appropriate, placing orders with suppliers, receipting and processing invoices and maintaining expenditure records using both the Library Management System (Koha) and other systems (primarily Excel, Outlook and SharePoint).
- Evaluation and selection of printed and online publications for acquisition according to policy guidelines, where directed by the Collections Development Manager.
- Monitoring collection usage data and feedback from Library users; reviewing and making recommendations for the retention and disposal of existing items in the Library's collections as required.
- Service provision to Members and other users at the Library Information Desk, including answering information/reference enquiries, administering book loans and assisting with the use of Library resources (including evening duties if required, for which an allowance is payable).

## What we're looking for:

- Excellent attention to detail and ability to work with high standards of accuracy.
- Excellent oral and written communication skills, including the ability to communicate effectively with a range of people from different backgrounds and experience and ability to work effectively under pressure within a busy team.
- Excellent knowledge of parliament, politics and current affairs and ability to maintain political impartiality.
- A CILIP accredited degree or postgraduate qualification in a Library and Information Science related discipline or equivalent.

## It would be even better if you had or if you're willing to learn...

- Experience of library acquisitions work., Experience of reference enquiry work.
- Awareness of national cataloguing developments., Awareness of collection development issues.
- Experience of working with journals, including journal cataloguing.

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# CEO Office Administrator

Closing Date 08 Sep 2024  
Locations Head Office (Regents Park)  
Advertising Salary £25,752 per annum

## Purpose of the role

As our CEO Office administrator you will play a pivotal role in supporting the Executive Committee and helping them lead ZSL effectively. You will help create an operation where efficiency, organisation and enthusiasm come together. You will work closely with the Executive Committee, the Executive Assistant to the CEO and the wider admin support staff to form part of a small, happy and mutually supportive team. You will be an integral part of supporting the conservation charity from the very heart of the organisation.

## Key responsibilities:

- Master of multitasking: Juggling various responsibilities with finesse, you'll handle a spectrum of tasks including supporting the management of the Directors diaries, coordinating internal and external meetings and handling the administration of our Governance team.
- Guardian of productivity: You'll be one of the go-to people for streamlining processes to make the CEO's office more efficient and enjoyable.
- Ambassador of Hospitality: Your welcoming demeanour will make every visitor to the CEO's office feel like an honoured guest, whether it's a donor, supporter or team member, your hospitality will create a warm and inviting atmosphere.
- Event maestro: Your event planning skills will leave our stakeholders feeling well looked after and excited to be holding their meeting, workshop or away day at our zoos.
- Technology guru: You will need to embrace your tech savvy side as you navigate various office systems and tools. You will be responsible for managing email and letter correspondence, maintaining databases and the financial administration within the CEO's office and the wider Executive Committee Team.
- Problem solver extraordinaire: Your knack for finding creative solutions will ensure any hurdles are transformed into opportunities.

## About You

### Desirable but not essential

- Previous Admin support experience
- Personal Assistant experience
- Proven experience managing complex competing diaries at an executive level
- Interest in conservation in connection to our organisational goals and values
- Demonstrate an appetite and ability to learn and develop in the role
- Experience in events management

We strongly encourage applications from all backgrounds and celebrate the value of having a team of employees with diverse skills, experiences, and heritage. We are committed to ensuring our teams can bring their authentic selves to work without fear of discrimination. ZSL has active equality networks for our staff with lived experience and those who provide active allyship in Race and Culture, Team Pride, Disability Network, and Menopause Network, complemented by our strategic EDI Steering Group.

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# Customer Assistant

Location: Holloway Road N7 6QD

Salary: £13.65 - £14.00 per hour

Hours: 40 hour

Shifts: 05:00am – 14:00pm, 15:00pm – 23:00pm

Benefits: 30-35 days' holiday (pro rata) | 10% in-store discount | Pension scheme

## Summary

Everyone who works for us brings something unique to the table - but we also have a whole lot in common. We're collaborative, determined and we all pitch in to help each other out. 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

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# Receptionist

Main area	Ophthalmology
Grade	Band 2
Contract	12 months (Fixed term: 12 months)
Hours	Full time - 37.5 hours per week
Site	Western Eye Hospital
Town	Westminster
Salary	£27,515 pa inclusive
Salary period	Yearly
Closing	03/09/2024 23:59

## Job overview

The Western Eye hospital is a specialist eye hospital that sees thousands of patients via our Emergency department and Outpatient services.

We currently have a full time permanent vacancy for an enthusiastic and well-motivated individual to join our outpatient administration team at The Western eye hospital.

The successful applicant must have excellent customer service skills, a good telephone manner, should be enthusiastic and well-motivated, together with the ability to interact with staff, patients, their families, and external agencies are essential.

## You will also need:

- To be able to work on your own initiative and without direct supervision.
- Ability and resilience to manage a large number of telephone calls
- To have an ability to work effectively as part of a team
- To have prioritising and organisational skills
- Be flexible to the needs of the service
- To be able to recognise and meet deadlines
- Have the ability to learn new skills and processes quickly
- Be able to work with discretion, sensitivity and maintain confidentiality

The successful post holder will be used to working within a customer service environment be proactive and able to take initiative to solve problems.

## Main duties of the job

- Provide administrative support for allocated clinics. Ensuring clinic numbers are maintained at a level that is safe for both patients and staff, including cancelling and rebooking patients where necessary.
- To act as a point of contact for all patients under this pathway and provide excellent customer service at all times.
- Deal with queries from GPs, Doctors, wards, and other departments over the phone and in person in a calm and polite manner and in accordance with the clinical division and Trust policy.
- Telephone patients to remind them of their appointment time and date.
- Work within a rota covering incoming calls for up to 50% of the week

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**Person specification**

**Education/ Qualifications      Essential criteria**

- GCSE or equivalent experience

**Desirable criteria**

- Ophthalmology terminology, understanding of pathway

**Experience**

**Essential criteria**

- Administrative experience

**Desirable criteria**

- Previous experience in an NHS institution.

**Skills/Knowledge/ Abilities**

**Essential criteria**

- Clear & effective communication skills. Organisational skills/ability to learn.
- Competent use of IT systems Excel, Word, & database input

**Desirable criteria**

- Cerner
- Medisoft
- Service sector work (preferably hospital).

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# Receptionist and Clinic clerk

Main area Haematology  
Grade Band 3  
Contract Fixed term: 12 months (Tue- Thu (22.30 hours, 3 days a wk).)  
Hours Part time - 22.3 hours per wk (Tue-Thu (22.30 hours, 3 days a week).)  
Site Hammersmith Hospital  
Salary £27,948 - £29,468 pa inclusive  
Closing 28/08/2024 23:59

To provide a comprehensive and quality administration/reception service to the clinical Haematology department and manage and prioritise their workload liaising closely with the other administration staff and management in the Department. Provide administrative support to the wider multidisciplinary team, including Consultants.

## Main duties of the job

- Check in/outpatients.
- Booking outpatients appointments on Cerner;
- Confirmation calls to reduce DNA rates;
- Providing a patient-facing service to Haematology patients;
- Answering enquiries from patients and the clinical team via email and telephone;
- Administrative support to the Haematology outpatient department including patients and clinical team;
- Ensuring all referrals, prescriptions and consent forms are uploaded on CDL;
- Support the phlebotomy team;
- Validation of data quality errors.

## 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

- Good general education

### Desirable criteria

- GCSE Maths and GCSE English Language

### Skills/Knowledge/ Abilities      Essential criteria

- Keyboard skills
- Ability to work under pressure
- Prioritisation skills
- Ability to cope with demanding workload
- Exceptional time management

### Desirable criteria

- Microsoft windows skills
- Knowledge of Cerner

### Experience      Essential criteria

- Experience of working in a customer focus environment

### Desirable criteria

- Reception experience
- Experience of working in a healthcare setting

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# Reading Room Security Officer

Location: St Pancras London  
Category: Security  
Salary: £24,617  
Contract type: Permanent  
Hours: Full time  
Closing date: 1st September 2024

The purpose of the job is to provide a secure customer service environment for people working in or visiting our St. Pancras Reading Rooms. As part of a uniformed security team, the post holders will be responsible for checking passes, controlling access to, and patrolling our reading rooms, helping people to enjoy our collections whilst providing a deterrent to theft, damage or loss. The post holders must be able to deal with others patiently and fairly, work flexibly as part of a team, have good written and verbal communication skills and be able to apply common sense in any situation.

As the first point of contact for all Reading Room users, deliver a high standard of customer service, demonstrating the Library's core values at all times.

## Additional information

This role incorporates a Monday to Saturday Reading Room Security operation, which will require the post holder to adhere strictly to a shift rota. The shift rota will require the post holder to work 4 days a week that will incorporate 2 x 11½ hour shift and 2 x 8½ hour shift.

## You will need to demonstrate the following competencies.

Minimum requirements (essential)

Proven customer service experience

Ability to work calmly and professionally under pressure

Excellent observational skills

Ability to work on own initiative and independently

Ability to work constructively within a team displaying support and flexibility

Ability to adapt to a changing environment

Excellent verbal and written communication skills

## Additional requirements (desirable)

Knowledge of the Reading Room Terms and Conditions

Knowledge of the British Library's Collections

Clear and confident in working in and contributing to change and improvement

Confident and experienced in working with IT

Current 1st Aid At Work Certificate



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# People Administration Apprentice

Location: London  
Category: Administration HR  
Salary: £15,695 up to £20,878 per annum (in line with National Living Wage)  
plus benefits  
Contract type: Contract  
Hours: Full time

London Museum is on an exciting journey to transform everything that we do. A key part of this journey is all about how we remove barriers people might experience and support all of our people to succeed in their work at the museum. We have a strategy in place to guide this work and our HR team play a central role in coordinating and driving this activity.

This role is an opportunity to get hands-on experience of working in a busy Human Resources (HR) team while studying to complete a Business Administration apprenticeship. 20% of your time will be spent studying for the apprenticeship (both alongside our apprenticeship provider and through independent study) and the remaining time will be spent working the role.

You will work across the team to support a range of different activities and stakeholders, but the main focus will be on supporting our work on equity, diversity and inclusion (EDI) for our staff, volunteers and audiences, as well as core administrative activities within the team.

To succeed in this role, you should be organised, effective and proactive – always looking ahead and on top of your workload. You should be interested in EDI, administration or communications (or ideally all of these!). It's essential that you're eligible to complete a Level 3 apprenticeship – this means:

- You have the right to work in England.
- You don't have relevant experience in a similar type of role or an existing business administration qualification.
- You're not currently enrolled on any other learning programme for the duration of this apprenticeship.

Previous experience of working in a museum is definitely not required – in fact, we'd love to hear from you even if you don't have any work experience or you don't have any academic qualifications beyond GCSE level. We're looking for someone with the ability to respond well to a varied workload, to ask questions and learn on the job, and to be an engaging communicator and internal representative for the HR department. This could all be evidenced through voluntary experience, experiences in education, or anything else you think might be relevant.

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# Early Years Apprentice (Southwest London)

Salary £13,320- £17,575  
Location London  
Closing 30<sup>th</sup> Aug 2024

## The Vacancy

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

## A bit about the role

We offer the Level 3 Diploma for the Early Years Workforce (Early Years Educator) every year lasting 12 -18 months. Courses start in January, April, and September, and November so it's never too late to apply.

We provide training for unqualified staff to complete a Level 3 qualification in Early Years, which includes fortnightly tutor-taught training as well as LEYF Enrichment session.

As a LEYF Early Years Apprentice, you have at least a Grade C or 4 in GCSE English and maths or Level 2 Functional Skills or Level 1 in Childcare. Most importantly, you have a passion for Early Years education and care, along with the energy and enthusiasm to make a difference to children's lives. Many of our apprentices are aged 16 to 18, but you can be an apprentice at any age.

**On successful completion of the course, you will be guaranteed an interview for an Early Years Practitioner post.**

- The right to work in the UK

## What's in it for you?

"I love meeting completely different people from very different backgrounds." Paulina, Bank Staff

- Lots of training, promotions and a good salary for the sector
- 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

Thursday 22<sup>nd</sup> August 2024

# Teaching Assistant

**Salary:** £90.00 to £120.00 per day

**Hours:** Full time

**Closing date:** 15 September 2024

**Location:** Camden, London, NW1 8AF

**Company:** London Teaching Pool, Ltd

**Job type:** Contract

**Job reference:** 54000318

## Summary

- General Teaching Assistant Camden September 2024
- General Teaching Assistant Working in Year 4
- General Teaching Assistant Camden
- General Teaching Assistant September 2024
- General Teaching Assistant Long term role through the agency
- General Teaching Assistant Full time role

Are you looking for a General Teaching Assistant role on a long term basis?

Do you have previous experience working within Key Stage 2?

The School General Teaching Assistant

This Primary School is a happy and diverse community, where they retain their ethos of working in partnership with parents to provide a safe and nurturing environment where children and their families feel welcomed, valued and respected. They strive to ensure that their pupils benefit equally well from the breadth, depth and variety of opportunities that are offered to all learners, who are enthusiastic and excited about their learning.

## The Role / Candidate requirements General Teaching Assistant

- The role will involve working in a Year 4 Class
- Ideally have experience working with children in Key Stage 2
- The ability to use initiative and work well under pressure
- Working hours will be 8:30am-4pm
- Salary dependent on experience
- This is a full-time role
- Able to plan and deliver lessons to the group of children

Thursday 22<sup>nd</sup> August 2024

# Care Assistant

Salary: £11.5 to £11.6 per hour

Hours: Full time

Closing date: 30 August 2024

Location: NW2 2TD

Company: TLC Group

Job type: Permanent

Do you enjoy caring for older people? Do you want a role that is special and vital in enhancing the lives of our residents?

As a Carer you will become a key part of a friendly and enthusiastic team who enjoy making the lives of our residents happy every day.

When joining our team of dedicated Care Assistants you will be supporting the day to day lives of our residents from their personal care through to their safety and assisting with daily activities. It is important that you really get to know each resident and their likes and dislikes so you can provide the highest standard of person centred care and bring a smile to their face.

Our Care pride themselves in not only delivering the highest standards of care, but promoting the choices and individual needs of our elderly residents, making their care homes a happy environment for residents and team members alike.

## Requirements:

**You don't have to have previous experience** as you will receive full training, but you must have compassion, dedication and a genuine interest in the people you care for.

Ability to communicate effectively at all levels

Team player

Willingness to participate in training programmes

## Benefits

- Competitive rates of pay
- Incentivised Pay scales
- Pension Scheme
- Excellent working environment
- Clear development plans – opportunities for career progression
- Our own Learning Academy including development programmes including supported NVQs at Levels 2, 3 and 5
- Support from a highly qualified management team
- Free Uniform
- Free meals
- Discounts at 2000 high street and online retailers
- Discounted gym membership
- Discounted Health Cash Plans

Thursday 22<sup>nd</sup> August 2024

# Live Out Carer in Marylebone

Salary: £12 to £15 per hour

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Hours: Full time

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Closing date: 19 September 2024

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Location: Marylebone, North West London

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Remote working: On-site only

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Company: Guardian Carers

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Job type: Permanent

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Job reference: CJ28C31

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A full time, live out carer is needed in Marylebone to assist an elderly person with their personal care, daily routine and housekeeping duties. Ideally, someone who lives close to the client's area.

Working hours: Monday to Friday, 45 hours per week

## Duties include:

Providing companionship

Preparing any snacks or beverages

Assisting with bathing and personal grooming

Managing any medication

Helping with mobility support

Running daily errands for the client

Keeping the home neat and tidy

Laundry, ironing and other related household duties

Ensuring the client is safe and comfortable

They require someone who has a valid UK Residence Permit. The carer would ideally be able to start as soon as possible.

Thursday 22<sup>nd</sup> August 2024

# Early Years Assistant

Hours	Full Time
Salary	£23,795 per annum
Location	London Earls Court
Closing	30 <sup>th</sup> Sep 2024

## A bit about the role

"I like the teamwork here. They've given me a lot of skills to help develop my career." - Estefania, Early Years Assistant

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

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

## 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

Thursday 22<sup>nd</sup> August 2024

# Service Desk Analyst

All Locations: Dual - London office & home  
Salary Details: £26,000 - £30,000 p/a + benefits  
Hours Per Week: 35  
Closing Date: 10 Sep 2024  
Vacancy type: Permanent

## The opportunity

Do you have experience working in a 1st line support role with exceptional customer service skills? Looking for an opportunity to support users at one of the UK's largest charities?

If so, you could be the Service Desk Analyst we need!

## About the role

As a Service Desk Analyst at British Heart Foundation (BHF), you'll be a vital member of a highly talented, customer focused and enthusiastic helpdesk team who act as the first point-of-contact for end users.

You'll take pride in resolving almost all issues as they arise. Quick to learn, enthusiastic and self-motivated, you'll ensure that the knowledge base is always updated so other team members can learn from your successes and overall performance is maintained and improved.

With a high percentage of customers being in the Retail directorate, you'll be required to participate in a weekend cover rota, allowing service to our shops and stores to be delivered. Working hours needed to deliver these services are 35 hours/week – staggered in accordance with the support rota.

## Working arrangements

Please note we have three opportunities available in the team. Two permanent roles, due to recent promotions, and one 6-month contract opportunity.

This is a blended role, where your work will be dual located between your home and our London office.

At BHF we believe in the power of being together, so our colleagues on blended contracts can expect to spend some time in their office, approximately 2-3 days a week. Working hours needed to deliver these services are 35 hours per week covering a rota schedule (the team cover 8am to 6pm every day).

The role will also participate in a weekend cover rota allowing service to our shops and stores to be delivered. This will be in the region of 1 weekend in 4-6.

The use of our office spaces is driven in part by your role and the activities you need to do. This may vary from time to time, so you will need to work in a flexible way to unlock your best work for our cause.

Thursday 22<sup>nd</sup> August 2024

## About you

With excellent customer service and communication skills, you'll have extensive experience working on a busy service desk and will have excellent telephone and customer handling skills to back up your technical and fault diagnosis experience.

You'll have strong troubleshooting skills, keeping the Customer informed of progress against their respective issues, ensuring an effective follow-up to ensure all service has been delivered and completed to the Customer's satisfaction.

Good knowledge of Windows OS (Win 10 and above), you'll also have knowledge of LAN/WAN networking essentials and extensive experience of MS Office suite of Applications (2010 and above). You'll have previous experience with administration of Users within Active Directory and Remote Support Tools (i.e. VNC, RDP etc.).

With good knowledge of ticket and case management techniques, managing own queues and workload to meet Service Level Agreements, you'll be able to remain calm and focused, and will have strong organisational skills, able to use prioritisation and escalation techniques, and able to develop strong working relationships with the team and contacts across the organisation



Thursday 22<sup>nd</sup> August 2024

# Office Administrator/ Document Controller

Hours: Full time

Closing date: 13 September 2024

Location: NW10 6DZ

Remote working: On-site only

Company: Kilnbridge Construction Services

Job type: Permanent

The role of Site Administrator / Document Controller exists to ensure all site administration is kept in an organized and methodical manner in line with agreed Company procedures.

## Key Responsibilities:

- Familiarise with project document control requirements, reporting any deviations or problems to both the Projects Manager and Administration Manager.
- Working alongside the project team to ensure all correspondence, documents and drawings are checked, logged/registered, stamped and distributed to relevant parties.
- Maintain the site filing system (electronic and manual) in line with company procedures and project specific site file control document.
- Format and issue paper correspondence, e-mails, minutes of meetings and any required reports in standard company format, i.e. typed in Arial font, size 11.
- Assist with the preparation of reporting documents when required.
- Notify / report all foreseen issues that have potential to disrupt the information flow or audit trail of the project.
- Ensure all required registers are up to date and completed correctly.
- Generate reports when required.
- Ensure obsolete/superseded documents are suitably referenced and access is restricted.
- Liaise with contractors and subcontractors as/if required.
- Assist project management team (PMT) to compile handover records for submission to client as part of handover packs.
- Ensure that site office is kept stocked with stationery items as required.
- When project finishes, ensure that archive procedures (electronic and hard copies) are followed.
- Ensure that site office is kept as tidy and in a professional manner as possible.
- Support the site team with other administration duties as/if required.

## Soft Skills:

- Knowledge of various EDMS systems.
- Ability to work under pressure to meet project targets, deadlines.
- Ability to establish and maintain good relationships with clients and colleagues.
- Attention to detail.

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- Exceptional communication skills – both verbal and written.
- Excellent organisational, planning and prioritising skills.
- Able to drive projects through to a high standard.
- Ability to prioritise when covering multiple projects.

Knowledge:

- Excellent presentation skills
- Proficient in the use of MS Office applications
- Computer literate and capable of producing accurate and thorough reports

Experience:

- Minimum of 2 years' experience of working in a similar role, in the Construction Industry.