



VACANCIES

Issue Date:

Thursday 12th December 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

Lunchtime Assistant

Salary £11.44 per hour
Location Earls Court SW5 Nursery and Pre-School
Hours Part Time
Salary £11.44 per hour + amazing benefits
Closing 31st January 2025

A bit about the role

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

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

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

You will need:

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

What's in it for you?

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

Estate Operative

Salary: £25,700 per annum

Working hours: 7.30am – 16:00pm

Contracted days: Thursday – Monday

Are you an experienced, motivated estate Operative looking for an exciting new opportunity?

Overview:

You will be responsible for the Exterior, Internal, Terrace, Podiums and other areas of the development including the upkeep of the communal parts of the development to ensure the development is a high standard place to live for all residents.

As the Estate Operative, you will be responsible to ensure all cleaning standards are to a satisfactory standard.

Main Duties:

- Ability to resolve problems and adhere to health and safety guidelines
- Ability to work with other contractors or maintenance workers
- To be resourceful, self-motivated and flexible
- To be physically strong and capable of working with machinery or moving heavy equipment
- To be able to work individually as well as part of a team
- To have good communication skills

Duties could include:

- Changing light bulbs and ensuring other fixtures and fittings are in good working order
- Clearing or cleaning general areas including jet washing
- Assembling, moving & shifting furniture or equipment
- Gardening / landscaping maintenance
- Emptying of residential bulk waste
- Moving of bins / bulk waste
- Driving of Tug (if in possession of full driving licence)
- Footpath maintenance
- Cleaning of gutters / gullies
- Maintaining property exterior throughout different seasons
- To be resourceful, self-motivated and flexible
- To be physically strong and capable of working with machinery or moving heavy equipment
- To be able to work individually as well as part of a team
- This list is not exhaustive, and you could be asked by your management team to carry out other tasks.
- Any other reasonable duties as directed by your line manager

Nursery Lunchtime Assistant

Hours	Part Time
Location	Brixton SW9
Salary	£11.44 per hour + amazing benefits
Closing	31 st January 2025

A bit about the role

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

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

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

You will need:

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

What's in it for you?

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

Early Years Practitioner Level 2 or Level 3

Salary £28,474 per annum
Location London W2
Hours Full Time –
Closing 31st January 2025

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 LEYF's 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 LEYF nursery, or bake with your nursery chef, it's always about the children in our nurseries.

You will need:

- Level 2, 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

Visitor Experience Team Hub Administrator

Positions	1
Salary	£29,150 - £32,750 per annum
Contract Type	Permanent
Working Pattern	Full Time
Location	Hybrid (on-site and remote)
Leave entitlement	Starting at 30 days per annum, pro-rata
Closing Date	22nd December 2024 at 23:55

The Role

We are looking to recruit a Team Hub Administrator to provide operational excellence in administration and office management in the Visitor Experience Team Hub. You will work with Team Hub colleagues to support the short and long-term running of the Visitor Experience team and its operations and inspire them to open the Palace of Westminster to all visitors and engage the public.

Some of the responsibilities for this role include:

- Providing high-quality administrative and office management support to the Visitor Experience team, to support the smooth running of its operations and the development of its staff.
- Planning, creation and support of team rostering, both short and long term.
- Managing the communications channels of the Visitor Experience team, including mailboxes, phone line, and organisation of team meetings and other team events.
- Delivering other essential support structures for the team as required, such as payroll and uniform ordering.
- Developing strong relationships and work collaboratively with key stakeholders, understanding the importance of adapting communication styles and communicating effectively with a range of teams and individuals.
- Skills and Experience

To be successful in this role you will demonstrate:

- Excellent administrative, office management and IT skills – including confident user of Teams, SharePoint, Excel and other MS Office packages. The ability to learn and adapt to new administrative processes and systems is essential.
- Excellent organisational skills, with a methodical, analytical approach and the ability to problem-solve. You will need to keep sight of big picture as well as daily deadlines. You will need to enjoy organising people as well as tasks.
- Excellent delivery of customer service, with a good understanding of what this looks like. You will need the ability to meet the needs of different groups, and uphold the principles of equality, diversity and inclusion.

Barista

Positions	1
Salary	£27,025 per annum
Contract Type	Fixed Term
Contract Length	1 Year
Working Pattern	Full Time
Location	On-site (Parliamentary Estate)
Leave entitlement	Starting at 30 days per annum, pro-rata
Closing Date	31st December 2024 at 23:55

The Role

This is a great opportunity for a customer focused individual to join a thriving team within a busy coffee bar, right in the heart of the Parliamentary community. We want to inspire our customers to love great coffee. We are all about embracing passion, energy, and teamwork to serve memorable moments for every one of our customers.

We are looking for an enthusiastic individual to deliver the perfect cup of coffee to every customer; to provide exceptional care and give a polished and professional service, exceeding our customers' needs and expectations.

Some of the responsibilities for this role include:

- Provide quality beverages, whole bean, and food products consistently for all customers by adhering to all recipe and presentation standards.
- Interact with customers, assess customers' needs and references, and take orders. Respond promptly to requests from customers in a polite and professional fashion, making recommendations and up-selling additional products with a positive suggestive sales approach when appropriate.
- Maintain an up-to-date working knowledge of the product offering and daily specials, including allergen information. Demonstrate product knowledge by advising the customer/answering queries, explaining how products are made.

Skills and Experience

To be successful in this role you will demonstrate:

- Experience providing barista-made coffee in a similar role within a high volume, high-quality cafeteria/coffee bar/hospitality establishment.
- Experience of delivering an excellent standard of hospitality service within a customer facing catering role, demonstrating flexibility and the ability to respond to the ever-changing dynamics of the service environment and the needs of different groups of people.
- Ability to engage with a variety of people and adapt style and content to meet audience needs whilst upholding the values of equality, diversity, and inclusion, demonstrating an understanding of how personal behaviour affects others.

HR Officer

Location: Bloomsbury
Category: HR
Salary: £30,898
Contract type: Contract
Hours: Full time

About the role:

This is an exciting opportunity to work in an experienced HR team supporting our Operations & Public Engagement departments. The role will suit an experienced HR Officer or Administrator/Coordinator wanting to develop their HR and management skills.

The main duties include:

Managing the recruitment and onboarding processes, from job advertising to the completion of recruitment checks.

Ensuring information held on the HR system and employee files is up to date.

Undertaking first line employee relations casework, such as supporting attendance management procedures, grievance and disciplinary procedures, flexible working applications and parental leave.

Managing and developing a HR Coordinator.

Acting as a reliable and positive first point of contact for HR administration queries.

Work collaboratively within the HR Operations team to pro-actively identify and implement areas for administration process improvements.

About you:

You will be a key member of the HR team. We are looking for someone motivated to join our dedicated and dynamic team. You must have:

Strong verbal and written communication and customer care skills

Effective time management with strong organisation skills

Excellent IT skills and experience of managing data

Excellent prioritisation skills and high attention to detail

The ability to manage multiple workloads simultaneously

Problem solving skills with the ability to work with minimal supervision

Skills to identify improvements and efficiencies in the HR administration process

The ideal candidate will have a working knowledge of employment legislation and be qualified or working towards a Certificate qualification.

Database Assistant: Membership

Location: Bloomsbury
Category: Administration
Salary: 28,144
Contract type: Contract Permanent
Hours: Full time

About the role:

The Advancement Operations team are currently looking for a new Database Assistant to provide essential database support for the team and particularly for the maintenance and updating of accurate Membership gifts and records.

The Database Assistant will support the Data Manager: Membership in working to a schedule of activity to provide stakeholders with accurate data. This role will also liaise with the Database Manager and the Membership Services team on a regular basis to discuss and investigate data issues. The integrity of the fundraising database is essential to providing excellent donor care and supporting the donor journey.

Key areas of responsibility:

- To maintain and update confidential data accurately on the Raiser's Edge fundraising database. A significant amount of data entry work is required.
- To assist the Data Manager: Membership in the process of Membership renewals and the management of Membership Direct Debits, which includes reconciling data from an external service provider against Raiser's Edge, adjusting records, cleaning and spotting exceptions.
- To be responsible for data integrity in Raiser's Edge and help maintain data documentation, especially in relation to Membership, donor and prospect data.
- To assist the Data Manager and the Gifts and Planning team in the processing of donations such as cheque or card payments

About you:

- Educated to GCSE level, or above.
- Strong IT skills with a good understanding of databases and a prior experience of using spreadsheets or data entry.
- An active problem solver with the ability to multitask effectively in a busy office environment while maintaining strong attention to detail.
- Ability to evaluate and improve repetitive tasks and procedures.

Cultural Events Assistant - Digital & Live

Location: St Pancras

Hours: Permanent – Full time

Salary: £24,617 per annum

Closing date: 6 January 2025

We are the cultural events team, delivering a large and varied programme of public events for the UK's National Library. This is an exciting opportunity to join our creative and passionate department with a focus on our digital presence and archive of recordings.

The post holder will work on digital asset and content management. They will support the team on the promotion and legacy of physical and online events. They will also provide on the day logistical support.

Please read through the job profile for more information and requirements.

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.

Guest Services Assistant (Nights)

Starting Salary: £30K per annum (after Successful probation period)

Working Hours: average of 42 per week based on a 4 day on 4 day off schedule.

The Other House is looking for a dynamic and energetic Guest Services Assistant, or as we call them, HouseJacks. The HouseJack role is a “Jack of All Trades”, with passion for delivering impeccable experiences across front of house areas, serving a mix of residents, members and guests. This individual needs to be flexible and detailed, with strong communication skills and a passion for delivering excellent service. We are looking for a creative individual who can deliver entrepreneurial front of house operations with heavy focus on sustainability and cutting-edge technology.

The HouseJack reports in to the Front of House Manager and the HouseJack Supervisors on shift; they function as an ambassador for front of house and work in collaboration with all departments to deliver the overall guest journey. For us, there is ‘inside the box’, there is ‘outside the box’ and then there are our OtherHouseMates – passionate, self-driven and completely comfortable with pushing the boundaries.

You:

- Previous experience in a guest/customer facing environment – previous experience of working night shifts would be beneficial
- Positive and engaging with good interpersonal skills
- Outstanding organisational and communication skills
- The ability to operate across various functions supporting all areas of the house
- Strong task and time management skills
- Flexible with a flair for intuitive service
- Comfortable with smart device and computer system technology
- Excellent command of English both verbal and written (second language preferred but not essential)
- The right to work in the UK

Cleaning Operative

Locations	Westminster
Salary	£13.85 to £14.50
Hours Per Week	12.5
Working Days	Monday - Friday, Saturday
Shift Pattern	05:00am to 07:30am

About The Role:

As a Cleaner, you will be responsible for maintaining high standards of cleanliness and hygiene across various areas. Reporting to the Site Manager, you will ensure that all assigned areas are cleaned efficiently and effectively, contributing to a safe and welcoming environment.

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

- Perform general cleaning duties, including sweeping, vacuuming, mopping, dusting, touch point sanitation, toilet cleaning, descaling, and window cleaning
- Clean and sanitise restrooms, kitchens, and other common areas
- Empty and dispose of rubbish and recycling materials
- Replenish supplies such as soap, toilet paper, and paper towels
- Ensure all cleaning equipment is used and maintained correctly
- Follow health and safety regulations, including COSHH guidelines
- Report any maintenance or repair needs to the supervisor promptly
- Collaborate with team members to complete tasks efficiently
- Conduct regular checks to ensure all areas are clean and presentable

The ideal candidate should meet the following criteria:

- You must have the right to work in the UK
- Positive and proactive attitude towards work
- Keen attention to detail to ensure high standards of cleanliness
- Ability to work independently and as part of a team
- Good communication skills to interact with colleagues and supervisors
- Reliable and punctual, with a strong work ethic

Basic understanding of health and safety regulations

Hotel Receptionist / Customer Service Front of House

Hotel Receptionist / Customer Service Front of House who has excellent customer service, communication, organisational and administrative skills is required to greet and welcome all guests and potential clients in a courteous and efficient manner for a well-established hotel chain based in Central London.

Candidates will need to be available on a **Full-Time, Permanent** basis.

DUTIES

Your duties and responsibilities as Hotel Receptionist / Customer Service Front of House include:

- Welcome guests upon arrival, help them to register, assign rooms and direct them to the room while informing them of all in-room and Hotel facilities
- Attend to all guests and potential clients at the Front Desk in a courteous and efficient manner
- Answer customer enquiries politely and efficiently
- File and keep all guest registration records secure and confidential
- Update guest records in the PMS system
- Update room statuses on the system
- Ensure all messages and correspondence are passed to guests or the relevant department
- Check and send End-of-Day reports to Head Office daily
- Report any problems with the End-of-Day reports to the Shift-leader or Reception Manager
- To be fully conversant with all telephone and switchboard equipment
- Keep record and be familiar with all extension numbers in the Hotel
- Answer all internal and external telephone calls received at reception within three rings
- Notify the Duty Manager/Front of House Manager/ Guest Relations Manager of the arrival of all VIPs
- Ensure all room moves are dealt with and recorded efficiently
- Be aware of guests' special requirements and communicate them to relevant departments
- Identify returning and regular clients and make sure their special requirements are met
- Obtain sufficient security before checking in a guest, i.e. card pre-authorisation, cash deposit, clear bill back instruction in writing
- Ensure all bills and room charges are posted correctly
- Ensure correct amount of payment is charged to the guest
- Ensure corrections/adjustments are done correctly and authorised by the Reception Manager/Front of House Manager
- Send all bills of departed guests to Head Office
- Make sure ledger bills are printed with the correct details, including guest title, name, company name, company address, reference number, purchase order number, itemised charges and VAT breakdown, and any other details specified in the correspondence
- Ensure to check desk folios on a regular basis
- Prepare Banking at the end of each shift and ensure all money banked is kept safe and secure for collection

- Perform credit check for all in-house guests at least once per shift and inform the Reception Manager/Front of House manager of any issues
- Take all reservation enquiries by telephone, fax, email and in person in the absence of a Reservations Agent
- Promote and upsell the Hotel facilities aiming to maximise occupancy and revenue
- Be fully conversant with the rate structure and current promotions
- Enter correctly all reservation details into the system
- Be fully conversant with hotel and in-room facilities as well as local attractions, transport routes etc. in order to be able to answer any related customer enquiries
- Accept changes or additions in work hours, which are necessary for the maintenance of uninterrupted service to hotel guests
- Observe and implement procedures of dealing with emergency situations, fire prevention and Health and Safety

Finance Assistant

Hours: Part Time

Great Northern Hotel

Location: Camden, Northwest London (NW1), N1C 4TB

Salary: £14,700 per annum for part time

Main duties and responsibilities:

Day Audit & Banking:

1. Daily Credit Card Reconciliation
2. Investigating and resolving Credit Card discrepancies.
3. Daily Bank Reconciliation
4. Review all CC refunds and ensure FC and GM signature for approval.
5. Investigate variances with departmental management

Accounts Receivable:

1. Liaise with front desk with regard to posting of debtor (city ledger) receipts
2. Ensure invoices posted include accurate and relevant back up
3. Ensure invoices are transferred to correct A/R account daily
4. Chase outstanding debtor balances daily
5. Issue Credit Notes where necessary, after approval by FC
6. Ensure all payments are allocated in Opera for Credit Cards and other Receivables.
7. Maintain a tidy ledger that reconciles back to the accounting system.

Other Reconciliation Work

1. Assist in the preparation of Balance Sheet Reconciliation weekly and monthly
2. Posting Balance sheet monthly movements
3. Banking journals are reconciled and posted at monthend.
4. Discrepancies are highlighted promptly and resolved.

Essentials:

- Strong organisational skills with attention to detail. Ability to compile facts and figures.
- Education: High School Graduate or Master of commerce or BS in Accounting preferred
- 1 year work experience with previous accounting Office experience or experience in Hotel or Hospitality related Finance and Accounting
- Fluent in written & verbal English language
- Strong interpersonal & communication skills
- Great team worker
- Ability to work under pressure in a very organised manner
- Pride and attention to detail in your work
- Methodological, analytical and Numerical ability
- Flexible attitude

In line with the Asylum and Immigration Act 1996, we do require all applicants to have the eligibility to live and work in the United Kingdom. Documentation will be required at interview stage.

Night Porter

Location – Lancaster Gate

Night Porter 4 days on 4 days off (8pm to 8am).

Salary expectation: £25,000

We are looking someone will experience in this role and is a professional, formal wear is required. Please see further information below.

- The Night Porter is to meet and greet the residents, answer enquiries by telephone or callers to the desk. Assist the residents, guests and visitors with job tasks and individual requests to be dealt with efficiently whilst maintaining reception cover.
- The Night Porter must ensure that the highest levels of customer care and service are maintained at all times. The Night Concierge must deal effectively with complaints, take the correct action and remain courteous at all times.
- The successful candidate must maintain a clean and smart appearance at all times, wearing either the staff uniform or a suit.
- Ensure effective security of residents and the building at all times including the smooth running of car parking facilities.
- The Night Porter should check and screen all visitors and guests and any contractor staff, ensuring they have permission to be present in the building. Report any suspicious/unusual behaviour, calling the police if necessary.
- Correct reporting of any security/Health & Safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Responsibility for all deliveries to the main reception desk, receiving and safekeeping of all parcels/registered mail. The issuing of all parcels/registered mail with a correct record.
- Issuing of keys only to correct personnel/residents whilst recording at all times the signing in and out of keys.
- Whilst on shift the Night Porter is responsible for the site fire and emergency procedures policy and ensuring that relevant preventative measures are undertaken.
- Proactively deal with any maintenance and cleaning problems identified within the development and regularly carry out site inspections to identify any problems.
- Assist the House Manager/Directors with any other reasonable duties as requested.
- Be able to give a clear and concise handover at the end of the shift, highlighting any events that have occurred and forthcoming events.
- Also the Night Porter will be active in weekly flushing of flats duty.

Part-Time Cleaner/Caretaker

Location: Knightsbridge

Hours: 9:00 AM – 1:00 PM, Monday to Saturday

Salary: £12,000 – £14,500 per annum

About the Role:

We are seeking a reliable and dedicated Cleaner/Caretaker to join our team on a part-time basis. This role is perfect for someone who takes pride in maintaining a clean and well-presented environment. Working mornings from Monday to Friday, you will ensure the premises are kept to the highest standards of cleanliness and functionality.

Key Responsibilities:

- Perform daily cleaning tasks, including sweeping, mopping, dusting, and waste disposal.
- Maintain restrooms, communal areas, and other facilities, ensuring they are clean and fully stocked.
- Conduct routine checks for maintenance issues and report them to the appropriate personnel.
- Assist with minor maintenance tasks, such as changing light bulbs or small repairs, as required.
- Ensure cleaning supplies and equipment are properly used, maintained, and stored.
- Adhere to health and safety regulations at all times.

About You:

- Previous experience in a cleaning or caretaking role.
- Ability to work independently and manage your time effectively.
- A keen eye for detail and a proactive approach to maintaining a high standard of cleanliness.
- Strong communication skills and a friendly demeanor.
- Reliable, punctual, and trustworthy.

What We Offer:

- A supportive and friendly working environment.
- Competitive salary ranging from £12,000 to £14,500 per annum, depending on experience.
- Regular working hours with no weekend shifts.
- Opportunities for professional development and training.

If you're looking for a stable, part-time role and enjoy making a positive difference in your workplace, we'd love to hear from you.

Failsafe Officer

Main area	Ophthalmology
Grade	Band 3
Contract	Permanent
Hours	Full time - 37.5 hours per week
Site	Western Eye Hospital
Salary	£29,485 - £31,088 pa inclusive
Salary period	Yearly
Closing	25/12/2024 23:59

Job overview

Provide a comprehensive and quality administration service to the designated department of ophthalmology. The main focus of the role is to provide clinic and patient management for allocated clinics as appropriate. The role should provide support to management and multidisciplinary teams, including Consultants in managing this cohort of patients and clinics.

Main duties of the job

- Provide failsafe 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.
- Act as a point of escalation to senior and direct line management if any concerns within clinic capacity or patients.
- Ensuring patient pathway run smoothly within the specified area and is not delayed or lost to follow up.
- To provide reception cover if needed
- Applicant may be required to cross site between Western Eye Hospital and Stowe Eye Care Centre

Detailed job description and main responsibilities

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

Person specification Education/ Qualifications

Essential criteria

- GCSE 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

Competent use of IT systems – Excel, Word, & database input

Scaffold Labourer

Salary: £16 to £16 per hour

Hours: Full time

Closing date: 11 January 2025

Location: Harlesden, Northwest London

Remote working: On-site only

Company: Constructive Resources Ltd

Job type: Contract

We are looking for a COTS Labourer for a job in Harlesden starting immediately. You must have a valid COTS Scaffold Labourers card for this job.

Labourer

Hours: Full time

Closing date: 19 December 2024

Location: Piccadilly, West London

Remote working: On-site only

Company: Venture Construction Solutions Ltd

Job type: Contract

Job reference: Labourer - Piccadilly, London

Venture Construction are recruiting for Labourer
Rates are negotiable depending on experience & qualifications.
9 hours per day
You must hold a Valid CSCS.

ADMINISTRATOR

Location London, NW10
Sector Building & Construction
Salary £15.64 per hour

Danny Sullivan Group is seeking a full-time Administrator/Receptionist, ready to start ASAP in London NW10 Area. This is an excellent opportunity to join a dynamic team working on a major construction project. We are specifically looking for someone SCS inducted, with strong administrative skills, to manage a variety of office tasks and support our operations efficiently.

Job Description:

- 5 days per week.
- Ongoing work
- Long-Term
- PAYE £15.64
- General administration duties: filing, document handling, managing correspondence, and utilizing Microsoft programs.
- Front desk responsibilities, including answering calls and welcoming visitors.

Requirements:

- SCS induction (mandatory).
- Competent with Microsoft programs / computer literate.
- Previous experience in admin or receptionist roles.
- Up-to-date CV.

Benefits:

- Weekly payroll services.
- Free access to qualifications/certifications to upskill in your trade through the DSG Academy.

Looking forward to hearing from you!

Danny Sullivan Group are an award-winning family business who have been operating in the UK infrastructure sector for over 36 years and are now one of the leading suppliers of skilled, professional labour to the civil engineering, rail, transportation, and construction industries. Offering a wide variety of jobs across the UK at the best rates possible. We pride ourselves on developing our people and building skills for the future as part of our DSG Academy, offering the best service and experience through exciting, transformational projects. **Join us, and we can guarantee your growth.**

Customer Service Assistant

Salary: £16,995 - £18,226 per annum including LWA

Role: Customer Service Assistant

Location: Willesden Green

Responsible to: Learner Services Manager

Salary: £16,995 - £18,226 per annum (including London Weighting Allowance)

Role Type: Part - Time (21hrs), Fixed Term

About the role

The Customer Service Assistant is a hands-on role supporting UCG's front line Learner Services Team for the College ensuring the highest levels of customer support and information to the public, our potential students and customers, our partners and staff. The Customer Service Assistant will be expected to provide switchboard services for the college and support pre-enrolment advice and information to ensure a smooth applications and enquiries process for current and prospective students.

The successful applicant will provide administrative support for the Reception and Course Information Centre and to the Events and Lettings of the College.

As part of the Learner Services team, you will maintain excellent levels of presentation in Reception and manage front-line communications for visitors to the college, positively influencing the public's perception of the College and their choice to engage, partner and study with us.

The Customer Service Assistant will;

- Have an NVQ Level 2 in Information Advice and Guidance (or equivalent), or a willingness to work towards
- Have relevant experience providing administrative and customer service support in a busy working environment
- Have a sound knowledge of operating a switchboard
- Have excellent interpersonal and communication skills
- Have effective communication skills- both written and verbal
- Be able to work proactively and use initiative without supervision while also working as part of a team

In return, the Group offers generous annual leave, a defined-benefit pension scheme, an interest-free season ticket loan, cycle scheme, free sight tests, enhanced maternity and paternity leave schemes and many other benefits.

Safeguarding Statement

United Colleges Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Conference & Events Manager

Job Location	- United Kingdom -- England -- Greater London -- Central London
Salary	£32,000 - £32,000/annum + Meals on duty, 45h per week
Company	HR-CL Limited
Posted	16/11/2024 21:29

Are you an experienced Meetings and Events, Conference and Banqueting or Hospitality Manager within the Hotel or Contract Catering Sectors?

THE JOB:

- Coordination of all aspects of Hospitality and Event Management including catering, staffing and logistics.
- Ensure the site provides consistent and high-quality service for all event attendees and delegates.
- Hands on and delegative management of the even set up and execution.
- Client liaison to ensure a good understanding or all requirements.
- Working closely with external vendors as well as internal teams to ensure smooth operation.
- Monitor event budgets to ensure cost control.
- Oversee, train and motivate the events team.

IDEAL CANDIDATE:

- Min. 1 year experience at management or 2 years of a supervisory experience of running high-end meetings and events within Contract Catering or Hotel Sectors.
- Strong knowledge of meeting and event basics including set ups, operations, forward planning as well as client liaisons.
- Strong interpersonal and communication skills to effectively liaise with high-profile attendees and team members.
- Ability to engage with both the team as well as the guests.

THE PACKAGE:

- £32K per annum
- 45h working week on a 5 over 7 work patterns (you will be required to work evenings and weekends)
- Meals on duty
- Access to Employee Assistance Programme
- Personalised training and development
- Internal growth opportunities

Please note that due to the high volume of applications only successful candidates will be contacted.

Part Time Carer in Kensal Green

Salary: £13 to £16 per hour

Hours: Part time

Closing date: 27 December 2024

Location: Kensal Green, Northwest London

Remote working: On-site only

Company: Guardian Carers

Job type: Permanent

Summary

A client based in Kensal Green is seeking a live-out part-time carer who can provide assistance and support using a client-centered approach.

Working hours: 3 days a week, 6 hours per day

Duties include:

- helping with the client's daily routine
- prompting medication
- providing companionship
- accompanying on outings
- preparing meals
- stimulating and engaging the client
- getting to know the client's needs and interests
- clearing out the fridge
- keeping the home tidy
- ensuring the client is safe and comfortable

They require someone who has a valid UK Residence Permit. They require someone who can start right away.

Housekeeper -

Salary: £12 to £15 per hour

Hours: Part time

Closing date: 10 January 2025

Location: Willesden, NW10 2LN

Company: Maid2Clean

Job type: Permanent

Summary

Would you like to be part of a firm that rewards teamwork, integrity and being hard working, if yes, consider a position with Maid2Clean!

We are looking for part time, self-employed cleaners in your area! At Maid2Clean, we get great satisfaction making a difference in our clients lives by providing a high-quality domestic cleaning services from a company you can trust. We have been cleaning households for over 25 years and know that our focus on excellent customer service and taking care of cleaners will always be our number one priority.

Maid2Clean House Cleaners specifications:

- Enjoy cleaning (no prior job cleaning experience required)
- Wonderful attitude - hard-working and polite
- Dependable and put lots of effort in to cleaning.
- Comfortable working solo, but able to work great with others when required.
- Take the next step into building a rewarding and challenging job by applying today!

Ward Clerk Part Time

Main area	General and Vascular Surgery
Grade	Band 2
Contract	Fixed term: 1 year (12 months)
Hours	Part time - 15 hours per week
Site	St Mary's Hospital
Salary	£29,029 pa inclusive pro rata
Salary period	Yearly
Closing	26/12/2024 23:59

Job overview

Are you an organised and customer-focused individual with excellent communication skills? We are seeking a dedicated Band 2 Admin Clerk to join our dynamic team. This vital role involves providing outstanding clerical and reception services to ensure the smooth running of the ward and a positive experience for patients and staff alike.

What We're Looking For:

- A proactive individual who can effectively manage workloads and respond to queries professionally.
- Strong organisational and communication skills, with the ability to liaise effectively with the multidisciplinary team.
- Attention to detail for accurate data entry and handling of confidential information.
- Experience in a customer service or administrative role, ideally within a healthcare setting.
- Basic IT skills and a willingness to learn Trust systems quickly.

What We Offer:

- A supportive and inclusive working environment where your contribution will make a real difference.
- Opportunities for training, development, and career progression.
- The chance to work as part of a passionate team dedicated to delivering exceptional patient care.
- Please review the JD for more information.
- Please note - Due to operational challenges, we may not be able to speak to all candidates regarding this vacancy unless you are shortlisted.

Main duties of the job

- Act as a courteous and efficient first point of contact for patients, visitors, and healthcare professionals.
- Accurately input and maintain patient information using Trust systems.
- Plan and prioritise clerical workloads to meet deadlines and support ward operations.
- Arrange transport and outpatient appointments as needed, in line with patients' care plans.
- Maintain medical records and ensure all documentation is readily available for ward use.
- Operate and maintain IT and office equipment, ensuring they are functional for daily tasks.

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 educational standard of at least GCSE in English or Maths, or equivalent

Desirable criteria

- Medical terminology

Experience

Essential criteria

- Demonstrable customer service experience
- Previous clerical experience

Desirable criteria

- Previous experience of working in hospital or NHS setting
- Experience with information databases

Skills/Knowledge/ Abilities

Essential criteria

- Basic computer literacy
- Good interpersonal skills including professional telephone etiquette
- Clerical skills

Desirable criteria

- ICHIS experience

Please ensure you check your emails regularly as this is how we will communicate with you throughout the recruitment process. If you are shortlisted you will be contacted by email and text message (if you provide a mobile contact number).

Part-Time Cleaner/Caretaker

Location: Knightsbridge

Hours: 9:00 AM – 1:00 PM, Monday to Saturday

Salary: £12,000 – £14,500 per annum

About the Role:

We are seeking a reliable and dedicated Cleaner/Caretaker to join our team on a part-time basis. This role is perfect for someone who takes pride in maintaining a clean and well-presented environment. Working mornings from Monday to Friday, you will ensure the premises are kept to the highest standards of cleanliness and functionality.

Key Responsibilities:

- Perform daily cleaning tasks, including sweeping, mopping, dusting, and waste disposal.
- Maintain restrooms, communal areas, and other facilities, ensuring they are clean and fully stocked.
- Conduct routine checks for maintenance issues and report them to the appropriate personnel.
- Assist with minor maintenance tasks, such as changing light bulbs or small repairs, as required.
- Ensure cleaning supplies and equipment are properly used, maintained, and stored.
- Adhere to health and safety regulations at all times.

About You:

- Previous experience in a cleaning or caretaking role.
- Ability to work independently and manage your time effectively.
- A keen eye for detail and a proactive approach to maintaining a high standard of cleanliness.
- Strong communication skills and a friendly demeanour.
- Reliable, punctual, and trustworthy.

What We Offer:

- A supportive and friendly working environment.
- Competitive salary ranging from £12,000 to £14,500 per annum, depending on experience.
- Regular working hours with no weekend shifts.
- Opportunities for professional development and training.

If you're looking for a stable, part-time role and enjoy making a positive difference in your workplace, we'd love to hear from you.

Part-time PCV bus driver

Location Battersea depo
Business Area / Department Operations ~ Drivers
Salary & Benefits £18.72 (Subject to Licence for London)
Closing Date 31/12/2024

Who we are:

We're the team behind hundreds of buses zipping across London, with over 150 million customers a year. We couldn't do it without our drivers – so we offer some of the best salaries and benefits in the business.

Who you are

You will need to:

- be flexible to work Friday - Monday or Saturday-Sunday and bank holidays. You will be rostered to work mixed shifts.
- live close enough to our Battersea depot to be able to get there quickly, no matter the time of day or night
- have a valid UK PCV licence and a Driver Certificate of Professional Competence card (Driver CPC)
- have a great driving history – so no more than six penalty points, and no drink driving offences in the last five years
- live in the UK and have a UK bank account and valid Right to Work documents

You'll also:

- be one of those above-and-beyond types, keeping an eye on your customers health and safety and making sure your vehicle's always in good condition
- have an eye for detail
- have a 'right first time' attitude

What you'll get

Working for us means you get lots of benefits on top of your salary, including:

- free travel on all TfL routes for you and a friend or family member (once you've worked with us for three months, value c.£8,000)
- training and development
- an annual safe driving bonus, and high street vouchers for good performance
- access to our contributory pension scheme – you put in 5% of your salary each month and we'll add 3% on top
- life insurance (if you sign up to the pension scheme)
- salary sacrifice benefits – you can choose to get things like a new laptop, smart watch, TV or phone in return for slightly less pay
- discounts from shops and retailers – including Apple, Adidas, Nike, Vue, Odeon, Sainsbury's, Asda, Morrisons and more
- eye test vouchers
- free help from our employee assistance programme to support you personally and at work.
- opportunities to increase your income through our annual safe driving bonus, our refer a friend scheme and by being awarded our golden tickets for excellent driving and customer service

Sessional Playworker

Salary range: £17.73 per hour

Work location: 27 Tresham Crescent, London, NW8 8TW

Hours per week: Various

Contract type: Casual

Vetting requirements: Enhanced DBS Check

Closing date: 5 January 2025

The Role:

As a Sessional Playworker you can make your own powerful contribution by helping disabled children and their families or carers achieve an even better quality of life. Joining us in either one of our Bi-Borough Short Breaks Provisions in Westminster or in a community setting in which you will be supporting disabled children, you will find that you are part of a close-knit 'work family' – a group of people who are fiercely child-centred, and who are passionate about making a difference to young people's lives.

While every day will present you with new challenges, your overall mission will be to provide care and recreation to disabled children, and to help them develop social, physical, intellectual, creative and emotional skills through play. As a team, we have one clear goal – to make our children happy, and to help them become as independent as possible. You will support this ambition by helping us plan and deliver a wide range of activities including sports, games and arts and crafts. Some of these activities will be on-site, while others will be in the community and possibly even in the child's home, but regardless of where you are working, you will act as a key worker to that child or family.

This is an all-encompassing role in which you will provide assistance and care throughout every aspect of the child's time with you. As such you will assist with transporting the child to their activities (either on the minibus or as part of a walking bus), and you will provide personal care as needed. We strive to nurture independence in our children, so you will listen to what they are telling you and incorporate their wishes where possible.

There is great scope for career development within this role, as we will provide you with fantastic training and development opportunities, and you will have scope to work alongside other professionals such as Physiotherapists and Social Workers in delivering programmes that have been shaped to enhance a young person's wellbeing.

About You:

Our work is deeply joyful and rewarding – but it can also be challenging. You will therefore thrive with us if you have experience of working with children and young people who have learning disabilities, autism or complex health needs. This will include having a good understanding of any issues relating to learning, sensory and physical disabilities. It is essential that you are a team player as we work collaboratively with parents and carers, and you will be keen to support additional activities such as family days-out. While experience of working with families in their own homes would be an advantage, it is more important that you have some background in working in a play, leisure or education environment. With great communication skills, you will be comfortable working with young people from a wide variety of backgrounds and you will have an understanding of safeguarding procedures.

With the flexibility to work early morning, daytime, evening and weekend sessions as needed, you will be able to set boundaries when working with children. If you have previously had moving and handling training, or you have a paediatric first aid certificate that would be really helpful, though these are also skills that we can teach you.

Pharmacy Assistant

Location: 235 Euston Rd., London NW1 2BU

Hourly Rate: £11.94

Hours: 42.5 hours

Rowlands Pharmacy are currently looking for an experienced NVQ2 in Pharmacy Services to work as a Pharmacy Assistant in the University College Hospital branch.

Rowlands Pharmacy is the UK's longest established chain of community pharmacies, with a proud history dating back to 1810. As part of the PHOENIX Group, the largest healthcare company across Europe, we operate across the UK. We are dedicated to making healthcare accessible and convenient for everyone.

Responsibilities

- Provide courteous and effective service to all customers and patients.
- Assist in all dispensing activities under the supervision of a pharmacist.
- Adhere to company SOPs, Information Governance, policies, and procedures.
- Develop positive working relationships with healthcare professionals.
- Assist in the sale of medicines and other merchandise.
- Maintain the cleanliness and tidiness of the branch.
- Manage pharmaceutical/OTC stock and equipment effectively.
- Implement company security procedures, especially for controlled drugs and cash handling.

Experience and Qualifications

- NVQ2 in Pharmacy Services or an accredited equivalent course (Buttercups)
- Previous experience in a customer-focused environment.
- Understanding of confidentiality and accurate handling of medicines.
- Self-motivation, initiative, good interpersonal skills, ability to prioritise workload, and work to deadlines.

Package

- 22 days holiday plus bank holidays (Increasing to 30 days with length of service)
- Company pension scheme
- Market leading employee discount programme across hundreds of retailers and services
- Access to MediCash, allowing you to reclaim money on a wide range of medical services
- Cutting-edge finance management app to control your salary as you see fit
- Annual Christmas bonus

Events Management Executive

Salary: £24,000 to £30,000 per year

Hours: Full time

Closing date: 26 December 2024

Location: Greater London, London, SW1A 1AA

Company: The Opportunity Hub UK Ltd

Job type: Permanent

Key Responsibilities:

- Collaborate with clients to understand their event requirements and translate them into a captivating experience.
- Conceptualize event themes, designs, and marketing strategies to achieve the desired outcomes.
- Develop detailed event budgets and ensure adherence to cost constraints.
- Manage vendor relationships, negotiate contracts, and source high-quality suppliers.
- Oversee event logistics, including venue selection, catering arrangements, and technical setup.
- Recruit, train, and manage an event team to ensure seamless execution.
- Monitor event progress, identify potential issues, and implement corrective measures.
- Capture event feedback and analyse data to refine future event strategies.

Requirements:

- Proven experience as an Events Management Executive or a related role.
- Extensive knowledge of the events industry, including trends, practices, and technologies.
- Excellent communication and interpersonal skills to liaise with clients, vendors, and internal teams.
- Creative flair and innovative thinking to develop unique event concepts.
- Strong organisational and time management skills to manage multiple projects simultaneously.
- Proficient in event management software and project management tools.
- A passion for creating memorable experiences and exceeding client expectations.

Benefits:

- Salary range between £24,000 - £30,000 Depending on experience.
- Immerse yourself in a dynamic and creative work environment.
- Collaborate with a team of talented event professionals.
- Gain experience in a variety of event types, from conferences and exhibitions to social gatherings.
- Develop your expertise in event management strategies and techniques.
- Contribute to the success of a thriving events organisation

Cleaner

Locations NW1 2DU

Salary £13.15

Hours Per Week 37.5

About The Role:

Key Responsibilities:

- Tidying up work areas, cleaning floors and communal areas.
- Vacuuming, sweeping, mopping, emptying bins and other tasks as required.
- You may come into regular contact with customers so you must be able to assist them if needed.
- You must complete all relevant Health & Safety records and attend training courses when needed.

The ideal candidate should meet the following criteria:

- Must have Right to Work in the UK.
- Previous experience in cleaning would be advantageous.
- You will have strong communication skills.
- Willingness to work night and weekend shifts.

Additional information:

- You may be required to undergo a medical and drug and alcohol test prior to starting in this role

Cleaner

Flexible cleaning role between Monday to Sunday

Location St Pancras basin

Salary £13.15 per hour

Hours 8 hours per week to cover the festive period.

About The Role:

Key Responsibilities:

- Tidying up work areas, cleaning floors and communal areas.
- Vacuuming, sweeping, mopping, emptying bins and other tasks as required.
- You may come into regular contact with customers so you must be able to assist them if needed.
- You must complete all relevant Health & Safety records and attend training courses when needed.

The ideal candidate should meet the following criteria:

- Must have Right to Work in the UK.
- Previous experience in cleaning would be advantageous.
- You will have strong communication skills.
- Willingness to work night and weekend shifts.

Additional information:

- You may be required to undergo a medical and drug and alcohol test prior to starting in this role

Cleaning Operative

Locations	Battersea
Salary	£14.47
Hours Per Week	8
Working Days	Saturday, Sunday
Shift Pattern:	06:00am to 10:00am

About The Role:

As a Cleaner, you will be responsible for maintaining high standards of cleanliness and hygiene across various areas. Reporting to the Site Manager, you will ensure that all assigned areas are cleaned efficiently and effectively, contributing to a safe and welcoming environment.

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

- Perform general cleaning duties, including sweeping, vacuuming, mopping, dusting, touch point sanitation, toilet cleaning, descaling, and window cleaning
- Clean and sanitise restrooms, kitchens, and other common areas
- Empty and dispose of rubbish and recycling materials
- Replenish supplies such as soap, toilet paper, and paper towels
- Ensure all cleaning equipment is used and maintained correctly
- Follow health and safety regulations, including COSHH guidelines
- Report any maintenance or repair needs to the supervisor promptly
- Collaborate with team members to complete tasks efficiently
- Conduct regular checks to ensure all areas are clean and presentable

The ideal candidate should meet the following criteria:

- You must have the right to work in the UK
- Positive and proactive attitude towards work
- Keen attention to detail to ensure high standards of cleanliness
- Ability to work independently and as part of a team
- Good communication skills to interact with colleagues and supervisors
- Reliable and punctual, with a strong work ethic
- Basic understanding of health and safety regulations