



# VACANCIES

Issue Date:

***Friday 7<sup>th</sup> February 2025***

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**

# Nursery Administrator Part Time

Salary £11.44per hour + amazing benefits  
Location Lambeth SW9  
Closing 28/02/2025  
Hours Part Time - 20 hours per week (9am-1pm Monday-Friday)

We are known for our quality training and there are opportunities to progress into different roles should you wish to. Our nurseries feel independent and community focused, and teams take care of each other.

## A bit about the role

You'll be an important part of the team and help nursery management with the smooth day-to-day running of the nursery.

You'll use your customer service experience to support our families. You'll be the friendly face greeting parents and children as they come through our doors, and you'll be there to deal with any queries.

You'll enjoy interacting with the children every day, and you'll ensure the nursery teaching team have all the supplies they need to provide wonderful learning experiences.

## You will need:

The right to work in the UK

Administrative experience in a customer-facing role

To be organised and able to stay calm under pressure

To be positive, reliable and friendly

## What's in it for you

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

## About the nursery

Just a 3-minute walk from the tube station, Stockwell Garden nursery has an amazing highly skilled team. They have a great soft playroom for babies. The children enjoy yoga and gardening.

# Residential Doorman

**Location: City of London**

**Salary: £11.50-£13.22 Inc Hol- Per Hr\*Includes paid break\***

**Contract: Temporary**

**\*DAY/AFTERNOON SHIFTS AVAILABLE\***

We are currently looking for a Residential Doorman to join us in a **5\***, high end residential building based in the City of London. You will have the luxury of working with one of the largest, award winning property management companies in the city of London. Our client offers shift flexibility, opportunities to go permanent and training!

## A Residential Doorman role entails;

- Meet and greet the residents
- Open the door to all guests entering and leaving.
- Assist residents with and packages/ parcels when they are entering the building.
- Check and screen all visitors and guests ensuring they have permission to be present in the building. Report any suspicious/unusual behaviour, calling the police if necessary.
- Make sure you are always dressed immaculately whilst you are on site.
- Help with deliveries to 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.
- Issuing of keys only to correct personnel / residents whilst always recording the signing in and out of keys
- Responsibility for the site fire and emergency procedures policy
- 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.

A Doorman's position is largely customer focused and requires a high calibre and proactive individual to provide a welcoming, courteous, and polite reception to all residents and maintain the high standards of the residential developments at all times.

## SIA Licence is advantageous

# Residential Concierge Front of House Day and Night roles

Salary: £26000 - £30000

Location: City of London

Contract: Permanent

We are always looking for the best talent and have exciting opportunities for experienced Day & Night Concierge's to join the front of house at residential developments across London. The right candidate will be customer focused providing a welcoming, courteous and polite reception to all residents and visitors, maintaining the high standards of the residential development at all times. Outstanding communication skills, both written and verbal, proactive, able to interact effectively with residents and visitors.

## Main duties and responsibilities:

- To meet and greet all residents, visitors, contractors in a courteous and professional manner at all times.
- To act as the first point of call of all incoming telephone, intercom, email and face-to-face enquiries, responding to queries efficiently and positively.
- To receive, log and manage parcels, packages, keys (and other logged items) to residents when they come to collect from the reception.
- Monitoring of the security system & monitoring the CCTV system.
- Ensuring and maintaining cleanliness of the common area at the building.
- To maintain the resident details on the database providing details to new residents, welcoming and outlining site procedures and services.
- Assisting estate agents and prospective tenants in viewing the properties.
- Overseeing the move-in and move-out of tenancies.
- To programme door entry fobs, key cards.
- To perform weekly fire alarm, lift alarm and other regulatory tests and inspections, resolving and reporting any issues.
- To perform frequent site inspections and patrols reporting any issues found and taking a proactive and solution orientated approach to temporarily fixing any of issues that may pose a health and safety risk to residents and others.
- Reporting any maintenance/repair issues and assisting the property manager by coordinating with the maintenance contractors for repairs and maintenance.

## The ideal candidate will have:

Experience as a porter/concierge/receptionist/front of house team member.

Experience in delivering exceptional customer service.

Awareness of general fire, health & safety and security.

Well-spoken with good personal presentation.

Have a reliable, professional and can-do attitude.

# Nursery Administrator

Salary £11.44 per hour  
Location Lambeth, SW9\_  
Contract Permanent,  
Hours: Part Time - 20 hours per week (9am-1pm Monday-Friday)  
Closing: 28<sup>th</sup> February 2025

**If you love children, this could be the job for you**

## A bit about the role

You'll be an important part of the team and help nursery management with the smooth day-to-day running of the nursery.

You'll use your customer service experience to support our families. You'll be the friendly face greeting parents and children as they come through our doors, and you'll be there to deal with any queries.

You'll enjoy interacting with the children every day, and you'll ensure the nursery teaching team have all the supplies they need to provide wonderful learning experiences.

- 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

## You will need:

- The right to work in the UK
- Administrative experience in a customer-facing role
- To be organised and able to stay calm under pressure
- To be positive, reliable and friendly

## About the nursery

Just a 3-minute walk from the tube station, Stockwell Garden nursery has an amazing highly skilled team. They have a great soft playroom for babies. The children enjoy yoga

# Caretaker Opportunity

**Location: Fulham, SW6**

**Hours: New Part-time Mondays & Thursdays – non-negotiable**

Are you a hands-on, proactive individual with a background in maintenance, hospitality, or property management? Do you take pride in keeping spaces clean, safe, and well-maintained? If so, we have the perfect opportunity for you!

A prestigious residential development in SW6, is seeking a dedicated Part-time Caretaker to ensure the smooth day-to-day upkeep of the estate. This is a newly created role, meaning you will have the chance to make a real impact from day one.

## What's in it for you?

- Competitive Salary – Starting at £16,500, with potential assessment for review.
- Health & Well-being Benefits – Including a Health Cashback Scheme, access to well-being apps, and a free counselling service.
- Career Growth & Training – Structured career progression opportunities, annual salary reviews, and training to enhance your skill set.
- Exclusive Perks & Discounts – Gym & retail discounts, group life insurance, and shared Kindle & Audible library access.
- Extra Earnings Potential – Opportunity for additional shifts through Abbatt, covering holiday and sickness across various sites.
- Referral & Performance Bonuses – Get rewarded for recommending great candidates and receiving positive customer feedback.
- Secure On-Site Parking – Convenient parking space provided for ease of commute.

## About the Role:

As a Part-time Caretaker, you'll play a key role in maintaining the estate's high standards. You'll work Mondays and Thursdays (7AM-7PM, with a 1-hour break), ensuring that communal areas, grounds, and facilities remain in top condition. This reactive, hands-on role requires flexibility, reliability, and a keen eye for detail.

## Key Responsibilities:

- Maintenance & Upkeep – General repair tasks, deep cleaning, and preventative maintenance (training provided).
- Waste Management – Moving general and recycling waste bins between stores and collection points.
- Risk & Safety Compliance – Conducting fire alarm tests, water testing, plant room inspections, and other essential safety checks.
- Collaborative Teamwork – Working closely with contractors, site management, and residents to ensure a seamless living experience.

## Who We're Looking For:

- Experience in property, hospitality, hotels, or student accommodation – commercial property backgrounds are less relevant.
- A hands-on, problem-solving mindset – someone with a handyman approach to maintenance.
- Strong communication skills – fluent English and a customer-focused attitude are essential.
- Flexibility & Reliability – adaptable to a fast-paced, reactive role.

# Financial Accountant

Contract Type	Permanent
Employment Type	Full-Time
Working Requirements	Dynamic Working
Hours	9:30am to 5:30pm
Salary	Competitive
Location	55 Baker Street

We are looking a highly skilled and detail-oriented Financial Accountant to lead the production of the Group consolidated financial statements and also for the Group's UK entities. This role will involve coordinating the Group financial consolidation process, liaising with external auditors, and staying informed about evolving financial reporting standards to ensure compliance and maintain the integrity of the financial reporting process across the organisation.

## Responsibilities:

- Prepare annual financial statements in accordance with accounting standards and company policies.
- Preparation and co-ordination of the annual Consolidation.
- Co-ordination and collection of group tax reporting (CBC/Pillar 2).
- Prepare and submit financial statements to the FCA for the regulated entities.
- Ensure timely and accurate reporting of financial results to stakeholders.
- Ensure compliance with applicable tax regulations and accounting standards reporting under FRS 102 UK GAAP.
- Support internal and external audits by providing necessary documentation and explanations.
- Identify opportunities to enhance financial processes and systems for efficiency and accuracy.
- Implement best practices in accounting and reporting.
- Working with the Management Accounts team to ensure data is suitable for the preparation of the financial statements.
- Provide the Tax Team with the necessary information to prepare the tax computations and financial reporting figures and disclosures.
- Communication with Group entities regarding accounting guidance and annual instructions.
- Working with the Compliance Officers in the regulated entities, providing financial information for submission to the FCA.
- Organising iXBRL tagging of all relevant financial statements and send to the Tax Team by their deadlines.
- Implementation of revised FRS102 (particularly revenue recognition and finance leases) across the Group.
- Other projects as required.

## Key Experience Required:

- ACA qualified.
- c3 years of experience in financial accounting.
- Strong knowledge of accounting principles and standards (GAAP/IFRS).
- Proficiency in accounting software (SAP) and MS Excel / Word.

# Accounts Assistant | Lettings Accounts

Contract Type	Permanent
Employment Type	Full-Time
Working Requirements	Dynamic Working
Hours	9:00am to 6:00pm
Salary	Competitive
Division	Residential
Location	55 Baker Street

Are you ready to kick-start your career with the world's leading independent international property consultancy? Based at our Baker Street Head Office, this is your chance to join a global powerhouse that has been shaping the real estate industry since 1896. With over 20,000 professionals across 600+ offices in 50 territories, Knight Frank offers unparalleled opportunities and a dynamic work environment.

## The Role

As an Accounts Assistant, you'll play a key role in our Residential Lettings Accounts department. From managing transactions to resolving client queries, you'll be at the heart of our operations. This is a chance to develop your skills, build strong relationships, and make an impact within a prestigious company.

## What You'll Be Doing

- Processing tenant and landlord receipts.
- Chasing tenant arrears and client fees.
- Conducting bank reconciliations with precision.
- Preparing banking spreadsheets and receipts.
- Managing credit/debit card payments and posting supplier invoices.
- Resolving queries from clients, tenants, and offices professionally and efficiently.
- Handling a variety of administrative tasks and ad hoc duties.

## What We're Looking For

- Experience in a lettings agency as a client accountant.
- Strong team player with excellent interpersonal skills.
- Proficiency in basic Excel and strong communication skills (written and verbal).



# Cleaning Operative

Location Shepherds Bush  
Salary £12  
Hours/ Times 15 18:00pm to 21:00pm  
Working Days Monday, Tuesday, Wednesday, Thursday, Friday

## 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
- Will require some lone working
- 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

# Security Officer

Location W1T 1HY

## About The Role:

The ideal candidate will play a vital role in ensuring the safety and security of our clients, their premises, and the public. This role requires vigilance, excellent communication skills, and the ability to respond promptly and effectively to security incidents.

## Key Responsibilities:

- Conduct regular patrols of assigned premises to prevent and detect signs of intrusion or unusual activity.
- Monitor and control access points to ensure only authorized personnel are allowed entry.
- Respond promptly to alarms, emergencies, and incidents, taking appropriate action to mitigate risks.
- Prepare detailed and accurate incident reports, logging all security-related activities and occurrences.
- Maintain a visible and professional presence to deter unauthorized activity and reassure clients and the public.
- Operate and monitor surveillance equipment, including CCTV systems, as required.
- Provide excellent customer service while enforcing security policies and procedures.
- Liaise with emergency services, law enforcement, and other stakeholders as needed.

## Requirements:

- Proven experience in a security role is preferred but not essential.
- Valid Security Industry Authority (SIA) licence.
- Excellent observational and problem-solving skills.
- Strong written and verbal communication skills.
- Ability to remain calm and make sound decisions under pressure.
- Good physical fitness to perform patrols and respond to incidents effectively.
- Flexible availability, including weekends, evenings, and public holidays.
- A professional and customer-focused approach to work.

# Cleaning Operative

Location Westminster  
Salary £13.15  
Hours Per Week 15 18:00pm to 21:00pm  
Working Days Monday – Friday

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# Service Assistant

Hours 37.5  
Days Monday - Friday  
Location SW1W 0DT

To monitor and co-ordinate the buildings facilities enquiries. Liaising with internal and external partners in achieving task resolution within the agreed timescales, whilst ensuring a high-quality service provision for all tasks within agreed KPI and SLA's.

## Key responsibilities:

- Provide a high level of customer service, delivering to service levels, goals & objectives
- This includes providing support across the business, including day-to-day facilities arrangements and operations essential to the running of the building
- Provides support for accounting tasks - e.g. internal cross charges, coding invoices, raising P.O. etc
- Proactive management of and responding to enquiries (via emails and phone calls), handling problems and issues.
- Keeping stock of supplies and placing orders when necessary.
- Submitting timely reports and preparing presentations/proposals as assigned.
- Assisting in setting up new client accounts, supporting the car fleet and ensuring all records are up to date.
- Producing security passes, both scheduled and ad hoc.
- Keeping the Services handbook and knowledge base up to date at all times.
- Helping to support internal and external events.
- Events and Hospitality - order catering, book catering staff, security.
- Providing additional support where required for ad-hoc requests and meetings.
- Performs additional duties as and when required.

## Essential skills:

Solid communication skills, both written and verbal

Good interpersonal skills

Shows a desire to be challenged and to develop new skills

Intermediate / Advanced level in G Suite.

A strong customer service approach with a demonstrated commitment to exceed customer expectations.

Multitasking and time-management skills, with the ability to prioritise tasks

Experience in similar administrative roles

Familiarity with office management procedures and basic accounting principles

## Store Assistant

Salary Details: £13.65 - £13.95 per hour

Contract Type: Permanent

Locations: **Kentish Tow**

### Vacancy Specification

At Aldi, you'll never find yourself bored and twiddling your thumbs on the till as a Store Assistant. In fact, time will fly by.

You'll do everything from checking off deliveries to dealing with enquiries or ensuring that the shelves are fully stocked with well-presented products. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way. It's a really fast-paced environment, and everyone understands exactly what needs to happen to make their store a success – and gets on with doing it. There's a real family feel here, and we all pitch in as part of a close-knit team.

## Store Assistant

Salary Details: £13.65 - £13.95 per hour

Contract Type: Permanent

Locations: **Little Venice**

At Aldi, you'll never find yourself bored and twiddling your thumbs on the till as a Store Assistant. In fact, time will fly by.

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## Store Assistant

Salary Details: £13.65 - £13.95 per hour

Contract Type: Permanent

Locations: **Kilburn High Road (London)**

At Aldi, you'll never find yourself bored and twiddling your thumbs on the till as a Store Assistant. In fact, time will fly by.

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# Imaging Assistant

Location: Bloomsbury  
Category: Administration Collections Care Photographic  
Salary: £28,144 per annum  
Contract: Contract  
Hours: Full time  
Closing: 19<sup>th</sup> February 2025

## About the role:

To produce digital images (either by photography or where appropriate by scanning) of objects in the AOA collection, to process images, match them to MI+ collections management database records and verify the descriptions and location, and upload them to the Museum's image asset management system. To work with other staff in AOA to plan the imaging of the collection in the quickest and most efficient manner, liaising with relevant curators and collection managers.

## Key areas of responsibility:

- To produce standard digital images, using photography or scanning of un-photographed AOA collection objects, working in turn with each collection section (Africa, Oceania and Americas)
- To ensure images are labelled with their MI+ PRN to enable bulk upload to the asset database
- Install new imaging equipment as necessary
- To identify any issues with the MI+ records of the imaged objects and to work with curators and other staff to correct problems
- To create basic MI+ records for any objects that lack existing records, in liaison with curators

## About you:

- A level (or equivalent)
- Experience of and expertise in collections management databases and Adobe Photoshop.
- Confident user of digital cameras and scanners.
- Ability to instruct others in photographic processes.
- An interest in collections from Africa, Oceania and the Americas (Desirable)

# H2S PSV Company Bus Driver - W10

Closing Date:	30th April 2025
Industry:	Healthcare
Job Type:	Part time
Hours:	25 Hours from 07:00 - 10:00 and then 14:00 - 17:00.
Salary:	£14.70 Hourly
Location:	W10

The working hours you will need to be available for the role on a daily basis are  
We have on-site Parking available.

**Job purpose:** A PSV Company bus driver is responsible for driving a passenger-carrying vehicle (PCV) and providing good customer service and a safe and comfortable journey throughout the network of HATS buses.

**Position in the organisation chart:** Team leader > Controller > PSV Company Bus driver

## About the role

### Main Duties and Responsibilities

- Ensure safety and wellbeing of clients throughout the journey and handover.
- To ensure that the high visibility PPE is always worn in vehicle movement areas.
- To ensure that speed limits are observed within bus depots and school premises.

### To check the condition of the vehicle prior to commencing service by.

- carrying out the safety walk round check.
- ensuring that any defect in the vehicle or equipment is reported as soon as possible to the right person.
- completing the Vehicle Defect Card or entering the defect on the electronic ticket machine (depending on location)
- ensuring that the vehicle is clean and tidy before starting service.
- To comply with the laws and company regulations regarding the use of mobile phones, smoking in company vehicles and the use of prohibited equipment (such as games consoles) whilst on duty.

### To be responsible for the health, safety, security, welfare, environmental and fire safety arrangements for yourself, customers, and colleagues. This must include attendance at safety briefings and training as required.

- To ensure all safety accidents/incidents are reported using the company's reporting procedure.
- To ensure a full understanding of emergency and evacuation plans.
- To ensure your bus cab area is always kept in a safe and tidy condition
- To always provide a high standard of customer service
- To always provide a high standard of customer service.
- To give customers on the bus any information that may help them during their journey. Examples would be informing customers of road closures and diversions.
- To always behave in a friendly and professional way to customers and colleagues.

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- To recognize and assist with the additional needs of children and vulnerable adults, the elderly, infirm or disabled.
- To drive the Company's vehicles in a safe, legal, and professional way.
- To drive to the set timetable, not running early or late, when it is safe to do so.
- To keep up to date with road closures, diversions or special events which may affect the service. This is done by reading notices, attending briefings, listening to instructions of your supervisors.
- To ensure that a valid driving licence and CPC licence is held at all times and is available for inspection by a member on staff of the Company.

#### A driver must ensure that.

- their Drivers licence has a D1 category with no restrictions and CPC licence is in date and valid for the vehicle type they are driving.
- their licence has the required medical renewals up to date.
- any change to the licence which may affect their entitlement to drive is communicated to their line manager (e.g., Sickness, injury or conviction)
- their licence is made available for inspection in every 6-month period.
- To report for work at the correct time and location with the correct equipment.
- To ensure that the company dress code is correctly always observed when on duty.
- Not to report for work when overtired or under the influence of alcohol or drugs (see Company policy for further details).
- To ensure that the relevant notification procedures are followed in the event of absence from work.
- To report all safety, security, driving and customer service incidents to the line manager as soon as possible.
- To report all incidents on the road, likely to affect the service as soon as it is safe to do so. Examples would be road closures, accidents, emergencies, and highway repairs.
- To report for work at the correct time and location with the correct equipment.
- To ensure that the company dress code is correctly always observed when on duty.
- Not to report for work when overtired or under the influence of alcohol or drugs (see Company policy for further details).
- To ensure that the relevant notification procedures are followed in the event of absence from work.
- To take part in a yearly appraisal.
- To feedback ideas about how services can be improved to their line manager.
- To always ensure adherence to all HATS policies and procedures.
- To undertake any reasonable request made by the Company.



# Domestic Assistant

Salary: £13.35 Per Hour

Closing Date: Fri, 28 Feb 2025

Working Hours: Full time and Part time - 21 and 35 hours a week.

Contract Type: Permanent / Full Time

Location: Maitland Park Carde

## Main Responsibilities:

- Clean and sanitize rooms including furnishings in assigned work areas
- The ability to maintain high standards of cleanliness and tidiness of the service and Laundry causing minimal disruption to our services users and their care
- Be able to communicate and engage effectively with our service users, their families and colleagues, good interpersonal and working relationship skills are essential
- Will need to demonstrate the ability to work without direct supervision
- You will use a variety of cleaning products paying particular attention to COSHH regulated products
- You will have the ability to work on your own initiative and be able to maintain high level of hygiene within the home

We will provide you with full training. This includes our leadership programme which can support your development and opportunities for progression within Shaw. You will also enjoy access to a huge variety of benefits and services to support your physical and psychological well-being and throughout your career we will invest in you and you will enjoy additional support and benefits including:

## Benefits

- Excellent Career Opportunities
- Care Qualifications
- 76% Employee Owned - our employees have received over £1850 each in tax free bonuses to date!
- Refer a Friend bonus scheme (earn up to £1000 for each referral by you)
- Paid annual leave 28 days per year (based on hours) inclusive of bank holidays
- Company Sick Pay
- Enhanced payrates for bank holidays
- Free Uniform
- Death in service payment \*subject to criteria
- GP online - providing around the clock GP consultation via an interactive app
- Discounted Homemade Meals while on Shift
- Pension scheme
- Colleague discounts – Access to over 1600 high street discounts including carefully selected discount partners.
- Holiday discounts
- Online benefits and cashback rewards

**You don't need to have previous experience in this field, nor do you need qualifications – we're happy to work with you to help you become an excellent member of our team.**

# School Parent Liaison Officer

Posting date: 04 February 2025

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Hours: Full time

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Closing date: 23 February 2025

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Location: London, NW9 0JY

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Company: Teaching Vacancies

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Job type: Permanent

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## What skills and experience we're looking for

The Village School is seeking to appoint an enthusiastic, hardworking, and committed School-Parent Liaison Officer to join the team. The candidate will be responsible for providing operational support in attendance, maintaining standards, and providing high quality support to parents. They will take a lead on transitional arrangements for students and be responsible for ensuring that the transition process is supported successfully from start to end.

## We are looking for a dedicated and enthusiastic person who:

- has a passion for helping pupils thrive and meet their full potential.
- has a friendly manner and can communicate effectively with students, parent, staff and external agencies.
- can work effectively as part of a team but can also work independently using their own initiative.
- has experience of working in a similar specialist area.

This is an on-site role at The Village School.

We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share in this obligation. The successful candidate will be required to undertake an enhanced disclosure by the DBS (Disclosure and Barring Service), and all checks in relation to KCSIE (Keeping Children Safe in Education) September 2024 will be carried out.

## What the school offers its staff

- Company pension
- Free on-site-parking
- Wellbeing support

Commitment to safeguarding

# Administrator

Salary information: Salary £24,000 + Benefits

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Hours: Full time

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Closing date: 18 February 2025

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Location: W9 2AR

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Company: Morgan Sindall Property Services

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Job type: Permanent

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We are looking to recruit an **Administrator** to join our team in Goldney Road.

## About the role

Joining our team, you'll be responsible for providing an affective administrative support to the management team, carrying out general contract duties to include collating and creating reports, spreadsheets, memos, emails, filing, and minute taking. Managing and distributing incoming mail, you'll process stationery orders and office supplies, whilst carrying out any ad hoc administrative tasks.

Using our MSi system, you'll actively schedule available operatives and subcontractors to jobs, discuss complex repairs, demanding customers and those who have suffered service failure, where your role is to instil the customers confidence.

## About you

Candidates will have good working knowledge of Microsoft Office, with strong administration, organisational and communication skills, both written and verbal. With excellent customer service skills, you'll have previous experience within the repairs and maintenance sector, or a trade-based background, with good problem-solving skills.

We are particularly interested in hearing from those who have experience within Social Housing.

## Benefits

- 26 Days Holiday & Bank Hols
- Enhanced Pension Plan
- Healthcare Cash Plan (24hr GP)
- Life Assurance & Accident Cover
- Share Save
- Enhanced Maternity & Paternity Pay
- Work Perks Discounts & Vouchers
- Buy & Sell Holiday
- Cycle to Work
- Volunteering (2 days paid)
- Learning & Development Opportunities
- Extensive Wellbeing Support, including EAP
- Loyalty & Values Awards
- Funded Professional Subscription
- Company Uniform

# Supporter Care Assistant

Salary: £26,300

Closing Date: Thursday 27th February

Location: London, Greater London (Hybrid)

Contract (18-month contract)

Interview Date: Monday 10th March

## Job description

### About The Connection at St Martin's

We believe that no one should have to sleep rough on London's streets, and that everyone should get the support they need to find a place to call home. We get to know every person we work with, understanding what they need to recover, helping them build on their strengths, and supporting them to find their own way home. Help us make London a city where no one sleeps rough on our streets.

London's diversity is its biggest asset and we strive to ensure our workforce reflects London's diversity at all levels. We welcome applications from everyone regardless of age, gender, gender identity, gender expression, ethnicity, sexual orientation, faith or disability.

We particularly encourage applications from candidates with lived experience of homelessness who we believe are an essential asset in our sector.

We are committed to being an inclusive employer and welcome the opportunity to consider flexible working arrangements.

### About the Role

- You will play a major part in the team by working across a variety of income streams, with a particular focus on providing administrative support and ensuring that the fundraising financial processes operate smoothly, and that all financial and donor data is up to date and processed quickly.
- You will be keen to develop a career in fundraising and gain experience across a range of fundraising disciplines, with an individual giving (direct marketing) focus. We are looking for a personable and professional self-starter.
- You may make first contact with new supporters and will need strong communication skills to help us build relationships with our donors and support them to experience the impact of their commitment to the charity.
- You will have strong administrative skills and be able to co-ordinate a number of important processes for the team to make us more efficient and effective.
- You may have a background in a customer service environment or experience of working in a fundraising team and/or a charity environment. Specific work experience in a similar role is not essential. The successful candidate will have existing customer or supporter administration skills, demonstrate a willingness to learn, a passion for our cause, excellent attention to detail and an ability to communicate with our staff, volunteers and supporters.
- This role is an 18 month contract

**We are a London Living Wage employer**

# Programmes Administrator

## International Health Partners

Location: Holborn, Greater London (Hybrid)  
Salary: £28,600 - £30,500 per year depending on experience  
Hours: Full-time  
Contract: Permanent

### Job description

Are you highly organised, motivated by your Christian faith and have excellent system and administration skills that will help support our Programmes team? Do you want to be part of supporting vulnerable communities across the globe to access the healthcare they need through the delivery of essential medicines and supplies?

IHP's vision is to see a world in which all suffering due to lack of healthcare is eradicated. Our Christian faith underpins all that we do. It motivates us to care for those in need, and give our best in all circumstances, as an expression of God's love. We serve the poor in health without regard for ethnic or religious background, focusing on where the need is greatest. The Programmes team are looking to recruit a **Programmes Administrator** to support administrative functions across key programmatic areas and to provide general administrative support to the Programmes Team.

This role involves close collaboration with other departments, particularly in the Corporate Partnerships, Logistics, and Compliance teams, to ensure the efficient and effective placement of medicines and medical supplies in compliance with regulatory guidelines and best practices.

Additionally, the role provides administrative support for cross-team activities such as fundraising and communications, as well as for organisation-wide initiatives. This position is ideal for someone with strong administrative skills who is seeking a programme-facing role in a dynamic and supportive environment.

### Person Specification

- Experience of administration and record keeping to a high standard
- Experience of working with data and systems
- IT literate in all major MS Office applications
- Highly organised, efficient and self-motivated
- Excellent written communication skills
- Strong interpersonal skills and ability to adapt as part of a small team
- Ability to work with competing priorities, deadlines and targets
- A commitment to accuracy, numeracy and excellent attention to detail
- Ability to work within a regulatory/compliance framework
- Committed to IHP's Christian Ethos and Values
- Willingness to work flexible hours including occasional evening or weekend work

### The following would be desirable:

- Experience of managing relationships with external stakeholders
- Understanding of the international development, humanitarian or global health sectors

# Digital Campaigns Officer

Location: London (Hybrid)  
Salary: £28k - 35k per year  
Hours: Full-time  
Contract: Permanent

## Job description

Do you have experience producing marketing copy, and compelling digital and social media assets? As Digital Campaigns Officer, you will join a social impact charity where world-leading ideas are turned into world-changing actions. We're looking for someone who is good at building relationships and talking to people who thinks creatively.

Your role as Digital Campaigns Officer will help the charity achieve real impact by recruiting Fellows to the charity to grow and diversify their network of Fellows in line with the overarching operational strategy. This involves marketing the Fellowship through a range of written and multimedia formats, responding to enquiries effectively and generating leads, and delivering digital recruitment campaigns.

## Your experience:

- Experience in producing marketing copy and collateral, such as newsletters, videos, graphics and other assets.
- Proven experience in creating compelling digital and social media assets which drive engagement and amplify reach.
- Experience in persuading others to take an action through one-to-one conversations and public speaking, whether in sales, marketing, campaigns or another capacity.
- Excellent interpersonal skills, able to quickly build rapport with people at all levels and from a diverse range of professions, backgrounds, and enthusiasms.

If this sounds like you, please apply now for more information!

Based in Central London, near The Strand.

Hybrid- 3 days in the office, 2 days from home

Salary £28,000- £35,000 dependent on experience. Great benefits, including 29 days holiday (plus bank holidays).

Reviewing applications on a rolling basis. Firm closing date Friday 7<sup>th</sup> March. However, screening and interviews will be ongoing, so we may close the vacancy early if sufficient exceptional candidates apply. Please get your application in as soon as possible.

As leading charity recruitment specialists and a certified B Corp™, Harris Hill is committed to high and ever-improving standards of equitable and inclusive recruitment. We actively welcome applications from all sections of the community regardless of age, disability, gender, race, religion, sexuality and other protected characteristics.

# Programmes Administrator

Location: Holborn, Greater London (Hybrid)  
Salary: £28,600 - £30,500 per year depending on experience  
Hours: Full-time  
Contract: Permanent

## Job description

Are you highly organised, motivated by your Christian faith and have excellent system and administration skills that will help support our Programmes team? Do you want to be part of supporting vulnerable communities across the globe to access the healthcare they need through the delivery of essential medicines and supplies?

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## Person Specification

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- Ability to work with competing priorities, deadlines and targets
- A commitment to accuracy, numeracy and excellent attention to detail
- Ability to work within a regulatory/compliance framework
- Committed to IHP's Christian Ethos and Values
- Willingness to work flexible hours including occasional evening or weekend work

## The following would be desirable:

- Experience of managing relationships with external stakeholders
- Understanding of the international development, humanitarian or global health sectors

Staff regularly spend time together praying for IHP's work and there is an occupational requirement for the post holder to have a personal commitment to the Christian faith.

## Cleaner

Locations: London

Salary: £13.15

Hours: Per Week

Working Days: Monday, Tuesday, Wednesday, Thursday, Friday

**Working variable shifts - days**

### 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

Location: London NW10 6DZ

Salary: £13.15 per hour

Hours Per Week: 35

**Working variable shifts - days**

### 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:

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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

London: WC2R 1LA  
Salary: £13.15  
Hours Per Week: 16  
Working Days: Saturday, Sunday

**Shift Pattern:** 08:00am to 17:00pm

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

# Scaffold Labourer

Salary: £16 to £16 per hour

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Hours: Full time

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Closing date: 05 March 2025

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Location: Willesden, Northwest London

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Remote working: On-site only

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Company: Constructive Resources Ltd

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Job type: Contract

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We are looking for a COTS Labourer for a job in Willesden starting immediately for some ongoing work. You must have a valid COTS card for this job and previous experience in scaffold labouring. If you are interested and available for this job please contact

# Labourer

Salary: £14.00 to £14.60 per hour

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Additional salary information: Van

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Hours: Full time

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Closing date: 21 February 2025

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Location: Camden, London, NW5 3AP

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Remote working: Fully remote

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Company: Service Care Solutions

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Job type: Contract

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Are you a hardworking labourer with a valid Driver's License?

We're looking for a reliable and motivated individual to join our team in Camden. If you're ready to roll up your sleeves and take on a variety of tasks, we want to hear from you!

## Responsibilities:

Assisting with general labouring duties on-site.  
Transporting tools, materials, and equipment as needed.  
Keeping the site clean and organized.  
Supporting team members with day-to-day activities.

## Requirements:

A valid Driver's License (essential - please do not apply without this).  
Previous experience in a labouring role is a plus but not essential.  
A strong work ethic and a can-do attitude.  
Ability to work well as part of a team.

## Benefits:

Competitive pay based on experience.  
Opportunity to work on varied and exciting projects.  
Friendly and supportive team environment.

**Please note:** Only applicants with a valid Driver's License will be considered for this position.

# General Labourers

Hours: Full time

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Closing date: 24 February 2025

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Location: Camden, London, NW3 1QA

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Company: Venture Construction Solutions Ltd

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Job type: Contract

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**Job Advertisement Overview** We are seeking General Labourers for a temporary 4-6 week assignment involving shop fitting, including demolition, moving materials, and general labouring duties. This is an 8-hour paid position.

## Responsibilities

- Perform shop fitting tasks including demolition and moving materials
- Execute general labouring duties as required
- Adhere to health and safety regulations at all times

## Qualifications

- Must have a valid CSCS Card
- Prior experience in shop fitting or general labouring is advantageous

## Day-to-day

- Arrive on time and ready to work
- Follow instructions from the site supervisor
- Work collaboratively with the team to complete tasks efficiently

## Benefits

- Competitive hourly rate
- Opportunity to gain experience in shop fitting
- Potential for future assignments based on performance

If you meet the qualifications and are ready to take on this temporary assignment, please apply with your updated CV.

