



VACANCIES

Issue Date:

Friday 21st March 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



Client Services Administrator- Clinic

**Nuffield Health City FWC | Administration | Permanent | Full time
Up to £26,000 per annum depending on experience
40 hours per week**

We are looking for a Client Services Administrator to join our team, who is experienced in a customer service focused environment with excellent communication skills. As a team player you will be able to multitask with attention to detail and be flexible. You will have excellent IT skills with proven knowledge of excel, PowerPoint and word.

You will meet and greet all our visitors, ensuring the smooth running of the reception with client's journeys as your top priority, excellent customer service is essential in this role.

The Client Services team will deal with client enquiries, appointments and bookings with the highest standard of attention to detail and customer focus.

This role will require you to work different shift patterns between xx am and xx pm.

As our Client Services Administrator you will:

- Form an integral part of the 'Customer Journey' and will strive to continually review and improve where possible
- Have strong communication skills with clients and employees both face to face, by telephone and written correspondence.
- As part of the onsite team, you will be expected to work closely with all departments and team members to ensure consistency and professional delivery of services as a team.
- To tour prospective clients around the facilities
- To complete monthly KPIs

Helping you feel good.

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

Support Worker

Location	NW6 3QH
Salary	£13.20-£15.35 per hour
Sector	Homecare
Hours	Full Time
Closing Date	04/04/2025

Support Worker

If you're an experienced, dedicated, Support Worker with a deep understanding of individuals needs and the importance person centred care, we want to hear from you.

Your Role

If you're an experienced, dedicated, Support Worker with a deep understanding of individuals needs and the importance person centred care, we want to hear from you. Your hands-on experience and your commitment to making a difference in people's lives are what set you apart. As a Support Worker, you'll receive specialised training and have the unique opportunity to collaborate with multi-disciplinary teams, including clinical psychologists, occupational therapists, speech and language therapists, and rehabilitation clinicians. Whether you're seeking full-time or part-time positions, we would ideally require a minimum commitment of 15 hours per week.

About You

Minimum 3 months experience working with clients with brain injuries highly desirable Ability to provide one-on-one support in clients' homes Dedication to promoting independence and well-being Commitment to client safety and well-being Strong record-keeping and documentation skills

Your benefits

Flexible working hours that cater to your schedule ensuring a balance of work and personal commitments. Varied contract options, including zero-hour, part-time, and full-time. Early access to your earnings via Wagestream, which provides you with the ability to access a % of your earnings in just 4 days or less after completing shifts! Continuous training and professional development through the renowned SweetTree Home Care Services Academy. Including Apprenticeship Opportunities. Unwavering support 24-hour on-call assistance. and your own dedicated Manager and Coordinator to support you day to day Incentive Rewards An attractive £200 Friend Referral Scheme.

Clean Team Member

Moorgate FWC | Cleaning | Permanent contract | Part time
£26,000 pro rata
20 hours per week

As the UK's leading Healthcare Charity, we're always striving to create the highest standards of customer service. Maintaining cleanliness in our Fitness & Wellbeing Clubs is a big part of this. That's why, if you're helping us to create a clean, safe and pleasant environment for customers, we'll really value what you do.

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

As a Clean Team Member, you will:

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

Helping you feel good.

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

Associate | Notting Hill Lettings

Contract Type	Permanent
Employment Type	Full-Time
Working Requirements	On Site
Hours	8:30am to 6:30pm + Saturdays 9.00am to 3.00pm (all on a rota basis)
Salary	Competitive
Division	Residential
Location	Notting Hill Lettings - London

Role:

For the right candidate, this is an exciting opportunity to expand Knight Frank's presence in Notting Hill. You will be instrumental in driving growth in the local lettings market, supported by the strength and prestige of the Knight Frank brand. Working from our busy and high-profile office, you will handle a wide portfolio of properties and build lasting relationships with high-net-worth clients.

Responsibilities:

- Negotiate and close lettings transactions, ensuring a professional and efficient service.
- Build and maintain relationships with clients, providing outstanding communication and service throughout the lettings process.
- Stay responsive and adaptable to changes in the local market, adjusting strategies accordingly.
- Uphold Knight Frank's high professional standards and ensure compliance with all administrative procedures.
- Demonstrate comprehensive market knowledge and maintain awareness of local competition.
- Accurately research market information and present findings in a polished, professional manner.
- Foster goodwill, trust, and confidentiality with all clients and internal stakeholders.

Key Experience Required:

- 2+ years of experience in a similar role within the London lettings market.
- Strong familiarity with Notting Hill and surrounding areas would be advantageous.
- Proven success in negotiating high-value deals.
- Exceptional client relationship skills, with experience working with UHNWI and luxury properties.

If you are a driven and enthusiastic individual with the required experience and skills, we would like to hear from you. Discover more about Knight Frank and explore this exciting opportunity to advance your career in a dynamic and supportive environment.

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.

PSV Company Bus Driver

We have an opportunity for a PSV Company Bus Driver to join our team.

The working hours you will need to be available for the role on a daily basis are from **Times:** 07:00 - 10:00 and then 14:00 - 17:00.

Hours: 25-hour contract.

Salary: 14.70 per hour

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

Closing: 30th April 2025

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.

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.
- To recognize and assist with the additional needs of children and vulnerable adults, the elderly, infirm or disabled.

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- 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.

Female Care Assistant

Borough	Camden
Location	NW6 3QH
Salary	£13.15 - £14.55 per hour
Sector	Homecare
Hours	Full Time
Closing Date	04/04/2025

Your Role

At SweetTree Home Care Services, we believe that there's something truly special about providing care within the comfort of someone's home. It's not just a job; it's an opportunity to create a profound and positive impact on the lives of our clients. If you're an experienced, dedicated, Care Assistant with a deep understanding of individuals needs we want to hear from you. Your hands-on experience and your commitment to making a difference in people's lives are what set you apart. As a Care Assistant, you'll receive specialised training and have the unique opportunity to be part of a dynamic and caring community that values your skills and dedication. Whether you're seeking full-time or part-time positions, we would ideally require a minimum commitment of 15 hours per week.

About You

Minimum 3 hours work experience in a home care setting as a Carer, with a deep understanding of client needs. The ability to connect empathetically with elderly or disabled clients, even in challenging situations. An understanding of the needs of elderly or disabled adults who are vulnerable within society. Knowledge of food hygiene, manual handling, and health & safety standards. A passion for enabling person centred care and support A minimum of 3 months experience in a similar role

Your benefits

Flexible working hours that cater to your schedule ensuring a balance of work and personal commitments. Varied contract options, including zero-hour, part-time, and full-time. Early access to your earnings via Wagestream, which provides you with the ability to access a % of your earnings in just 4 days or less after completing shifts! Continuous training and professional development through the renowned SweetTree Home Care Services Academy. Including Apprenticeship Opportunities. Unwavering support 24-hour on-call assistance. and your own dedicated Manager and Coordinator to support you day to day Incentive Rewards An attractive £200 Friend Referral Scheme.

Day Concierge

Luxury Concierge – 5-Star Residential Development

Location: Chelsea, London

Salary: £38,500 per annum

Schedule: 5 days on, 2 days off followed by 2 days on 5 days off.

Are you an experienced concierge with a passion for delivering exceptional service? This is a fantastic opportunity to join a prestigious luxury residential development in Chelsea, where high standards and attention to detail are essential.

What We Offer:

- An attractive salary.
- Pension contributions to support your future.
- 20 days holiday for a well-balanced lifestyle.
- Structured shift pattern: 7 days on in 2 weeks.
- A high-end, luxurious work environment in one of London's most desirable locations.

What You Will Do:

- Provide a seamless, professional front-of-house service for residents and guests.
- Assist with resident requests, including reservations, deliveries, and travel arrangements.
- Oversee security and access control, ensuring a safe and welcoming environment.
- Liaise with contractors and service providers to maintain the building's high standards.
- Maintain a high level of professionalism and presentation at all times.
- Handle enquiries, concerns, and special requests with efficiency and discretion.

What We're Looking For:

- Concierge experience in a luxury residential or 5-star hospitality setting.
- A strong ability to deliver outstanding customer service.
- Excellent communication and problem-solving skills.
- A professional, polished, and proactive approach to work.

If you're ready to take the next step in your concierge career at one of London's most exclusive addresses, we would love to hear from you.

Interviews are underway – apply now!

Weekend Day Concierge

Salary: **£13.15 per hour or £16,411 per annum**

Location: **London (W1W)** (nearest station is Oxford Circus or Regent's Park)

Hours: **08:00 – 20:00 (Saturdays and Sundays)**

You will have the responsibility of being the first point of contact for all residents, visitors, and contractors; being professional in manner and appearance at all times; and available to assist residents, visitors and contractors with any enquiries they may have.

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

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

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

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

Responsibilities

- Meet and greet the residents and answer enquiries by telephone or from callers to the desk.
- Assist the residents, guests and visitors when required.
- Ensure effective security of residents and the building at all times including manning any CCTV and aid the smooth running of car parking facilities.
- Be courteous and helpful to residents, guests, suppliers, tradesmen and the general public.
- Communicate with leaseholders and managing agents in an attentive and personable manner.
- Carry out regular patrols of the entire building and report any faults and/or security breaches found to the Building Manager.
- Perform weekly fire alarm, lift alarm and other regulatory tests and inspections, and report any issues to the Property Manager as well as log/file records for inspection purposes.
- Ensure correct reporting of any security/Health & Safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Issue keys only to correct personnel/residents whilst recording at all times the signing in and out of keys.
- Be responsible for all deliveries to the main reception desk, receiving and safekeeping of all parcels/registered mail. Correct issuing of all parcels/registered mail with a record which must be signed by residents. Notify residents of any deliveries to arrange collection from the front desk.
- Maintain accurate and timely records for all residents via the platform 'Buildinglink'

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

Nursery Administrator - Part Time

Salary £11.44 per hour
Location Lambeth, SW9
Contract Part Time –
Hours 20 hours per week (9am-1pm Monday-Friday)

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 and gardening.

Early Years Assistant

Camberwell Grove Nursery and Pre-School

Hours Full Time

Salary £23,795 per annum + amazing benefits

Location Southwark, SE5

Contract Full Time

A bit about the role

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

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

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

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

You will need:

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

What's in it for you?

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

HR Systems and Data Officer

Positions	1
Salary	£34,980 - £39,396 per annum.
Contract Type	Fixed Term
Contract Length	12 months with the possibility of extension / permanency.
Working Pattern	Full Time
Location	Hybrid (on-site and remote)
Leave entitlement	Starting at 30 days per annum, pro-rata
Closing Date	6th April 2025 at 23:55

Introduction

The HR Systems and Data Team are responsible for the application support and development of the new iTrent HR and Payroll System, enabling customers to make full use of the applications. HR Systems Team experts provide leadership and technical advice on system applications to customers, maximising productivity and performance of the system.

The Role

Part of the HR Systems team focussing on HR Systems application support and maintenance, enabling customers to make full use of the applications on which service relies. Responsible for the support and development of HR system.

Some of the responsibilities for this role include:

- Support and maintenance of HR and Payroll System.
- Running monthly Workforce Information (WI) reports accurately and on time to provide the business with correct workforce data.
- Writing new reports and amending existing reports on using Report browsers, Macros and using advanced Excel to present data.
- Monitoring the accuracy of the reports, spotting any possible errors within the reports or system
- Lead for providing system user training and creation of user guides.

Skills and Experience

- To be successful in this role you will demonstrate:
- Advanced Excel user with the ability to create Pivot Tables and VLOOKUP's as well as writing reports using macros and report browsers.
- Knowledge and experience of Supporting HR System iTrent HR.
- Ability to prioritise own workload to ensure delivery of a high-quality customer service
- Excellent problem-solving skills in technical and service delivery environments using logic, knowledge and sound processes
- Excellent attention to detail with a proven ability to analyse and check numerical and narrative information
- Act as a positive role model and promote the culture of House, maintaining principles of equality, diversity and inclusion at all times.

Community and Youth Engagement Manager

Closing date: 23:59 on 6th April 2025
Location: South Kensington
Salary: £38,347 per annum pro rata
Contract type: **(maternity cover)** Contract
Hours: Full time

About the role

The Learning team creates opportunities for and supports young people aged 0-25 to understand, connect, care for and advocate for the planet. To create advocates for the planet, we need to engage and involve the widest possible audience.

The Community and Youth Engagement Manager (maternity cover) will play a key role in working with those who are currently under-represented and under-served by the Museum including structurally excluded audiences and young people.

They'll forge new and strengthen existing relationships with local people and community organisations built on trust, respect and integrity, including our Community Advisory Group of local leaders. Alongside this, they'll oversee the delivery of the ongoing programme, including the development of accessible and innovative activities that speak to developing a deeper connection with nature and science, and how we can act for the planet, that we can deliver in the Museum, as well as offsite in our surrounding three boroughs.

The post holder will also lead their small team in developing and rolling out a new programme of events and an advisory group for young people aged 0-25, creating opportunities for them to engage directly with scientists and the latest research, and giving young people a stronger voice in the most pressing issues of our time.

Through working directly with community and youth groups and understanding their needs, the Community and Youth Engagement Manager (maternity cover) will play a critical role as an advocate for these audiences, helping the Museum to understand the barriers to nature, science and the organisation. In listening to, and working collaboratively with them, the post holder will support the organisation to become more inclusive by championing and integrating diverse experiences and perspectives, building sustainable and lasting change.

Please note that an Enhanced DBS check with Barred Lists is required for this role.

About you

Due to the nature of how we work in this area, it is essential that the successful individual has a solid understanding and experience of good collaborative practice, as working together, listening and learning will be at the heart of our approach across our audiences. To that end, we're looking for someone who has experience working directly with community and youth organisations as a practitioner or facilitator, is highly motivated, passionate for working responsively to audience need and able to use initiative to drive opportunities forward. They will also have experience influencing others with diplomacy, working strategically to identify opportunities for collaboration to support the removal of systemic barriers, and will understand the complexities of working in a multifaceted public sector organisation.

Though a background in science/nature and learning may be helpful, what is more important is the individual's ability to connect with and build positive, meaningful relationships with a wide range of people internally and externally, oversee the development and delivery of high-quality programmes and to be able to advocate for diverse voices across the Museum's work.

Digital Systems Librarian

Salary: £41,490 per annum
Department: Library and Archives
Location: South Kensington
Employment type: Permanent
Hours per week: 36

About the role

Within the Library and Archives (L&A) the responsibilities of the Researcher Services and Digital Delivery division includes provision, development and management of user focused services, delivered in real time and digitally, and the management and development of L&A digital platforms and services including the Library Management and Discovery System, Museum Archives system and the Museum's institutional repository.

The Digital Systems Librarian takes the lead for developing, delivering and managing the L&A management and discovery system (LMDS) and Calm and Calm View and library-side peripheral integrations. As a library systems specialist you will ensure our digital platforms and systems are optimised for the management and discovery of L&A collections and resources, physical and digital, and for supporting our users and staff.

About you

Reporting to the Head of Researcher Services and Digital Delivery the Digital Systems Librarian is responsible for developing and managing the L&A management and discovery systems, currently Alma and Primo (Ex Libris) and Calm and Calm View (Axiell), to support delivering L&A's mission and strategic priorities. This requires enhancing existing systems and developing new functionality or features and providing operational support for these systems across the department.

What we offer

- 27.5 days holiday plus 8 bank holidays (full time equivalent)
- Generous defined contribution Natural History Museum Pension Scheme (employer contribution 4 - 10%)
- Season ticket, bicycle and rental loan
- Life insurance
- Free admission to our exhibitions and many other paid exhibitions at museums, galleries and institutions across London and the UK.
- Staff discount at our Museum shops and cafes
- We offer a wide variety of training initiatives and opportunities to build skills. Investing in staff development is important to us, and we are ambitious about helping staff to grow and fulfil their potential.
- Affordable membership to the Civil Service Sports Council which offers a range of benefits including an extensive list of special offers and reduced entry fees at a selection of cinema chains, theme parks, theatres, retailers and supermarkets. It also provides entry to up to 300 [English Heritage sites](https://www.english-heritage.org.uk/visiting-our-sites/) and other national treasures. For more details, visit <https://www.cssc.co.uk>
- Membership to our Sports and Social Association (for a small fee), which includes access to our in-house gym and clubs such as football, softball, table tennis and tennis and classes in Middle Eastern dance, yoga and Tai Chi

Hybrid working

Warehouse Operative / Picker

Hours:	Full time
Closing date:	12 April 2025
Location:	London NW10 7PX
Remote working:	On-site only
Company:	Choice Textile Ltd
Job type:	Permanent

Summary

We are looking to hire Pickers & Packers to be a part of our great team here in London NW10 7PX.

Preferable work experience would include inside a warehouse with activities relating to picking and packing books.

Protective clothing will be provided (hi-vis, safety boots, gloves, face mask/covering).

Work Duties:

- To achieve daily targets set by Management.
- Making sure you keep to the fast-paced environment ensuring smooth operations.
- Ensuring work areas are kept clean, neat and well-organised.

Requirements/Skills:

- A very quick worker who works with urgency.
- Good and appropriate communication skills.
- Comfortable with working alone.
- Keen attention to detail with an eye for any small error.
- Ability to stay on their feet for throughout the working day.
- To work well in a team but also show independence.

Those successful will have a strong work ethic, attention to detail and the ability to work in a fast-paced environment. If you've worked in a similar setting before, all the better.

Job Types: Full-time, Permanent

Salary: £11.55 per hour

Benefits:

- Company pension

Schedule:

- 8 hour shift

Experience:

- warehouse: 1 year (preferred)

Carpenter/Multi Wanted

Salary: £20 to £22 per hour

Additional salary information: Van and Fuel Card

Hours: Full time

Closing date: 26 March 2025

Location: Camden, London, NW1 1AT

Company: Daniel Owen Ltd

Job type: Temporary

Daniel Owen is a recruitment company that specialise in placing people within the maintenance, construction, engineering & rail industries.

We are currently working on behalf of a large Housing Association. They are currently looking for a Carpenter/Multi to carry out reactive repairs to tenanted properties within the social housing sector.

The successful candidate will have experience working within the Social Housing sector.

Van and fuel card will be supplied.

Please send your CV for consideration.

Tags;Carpenter,Carpentry,Multi Trade,Multi Trader

Home Cleaning in local homes in London.

Salary: £12 to £15 per hour

Hours: Part time

Closing date: 23 April 2025

Location: London, SW1A 2BA

Company: Maid2Clean

Job type: Permanent

Maid2Clean have house cleaning jobs available right now!

Reasons to join Maid2Clean as a self-employed cleaner:

- No worries!, we do the advertising to get new customers for you.
- Only work on days and times you want to.
- Accept work you want to do and reject work you do not want.
- No need to travel far with local work available.
- Covered by our insurance against accidental damage.
- Competitive rates with extra money paid on evenings and weekends.
- Get paid after each clean!

Lots of experienced house cleaners join Maid2Clean to make working fit around their lives.

Apply online today, there is work waiting for you!

Salary: £12 - £15

Labourer Job Opportunity – For London Borough of Camden

Residents Only

Salary: £13.85 per hour (London Living Wage)

Hours: Monday to Friday, 7:30 AM – 4:00 PM

Start Date: 21/03/2025

Vacancies: 2 Positions Available Job Description:

We are looking for two reliable Labourers to join our team for a project in London. You will play a vital role in supporting site operations by ensuring the safe movement and storage of materials, assisting tradespeople, and maintaining a clean and organised work environment. Unloading, moving, and storing materials on-site safely Transporting materials to installation locations or storage areas Covering and protecting materials as required Assisting site teams with general labouring duties Adhering to all health and safety regulations and site policies Being flexible and open to additional tasks as directed by the site manager

Requirements

Essential: Green Labourer CSCS Card Ability to work effectively as part of a team Physically fit to handle manual labour tasks Willingness to adapt to various duties as needed

Benefits

Opportunity to work with a well-established company Hands-on experience in a dynamic construction environment Compliance with high industry safety standards

Front of House General Assistant -

Salary: £13.80 per hour

Hours: Full time 37.5 per week Monday - Friday (occasional weekends)

Closing date: 16 April 2025

Location: London, England, NW8 0NP

Job type: Permanent

Time: 7:00 - 15:0, 193 school days per year

We currently have an exciting opportunity for an experienced **General Assistant** with a background in exceptional food catering services to join our business and work at one of our highly prestigious education settings.

Nestled in the heart of London, this prestigious independent school caters for 1000 + pupils and staff per day, includes not only a breakfast, grab & go and lunch but also an extensive hospitality service.

This is a fantastic opportunity for a skilled **General Assistant** to make a name for themselves within the food service industry and be a part of setting the new standard for education catering.

As a General Assistant you will...

- Assist in the preparation and serving of breakfast, lunch, snacks and hospitality according to established menus and recipes.
- Assist in the preparation & making of sandwiches and baguettes
- Assist in the serving, cleaning and restocking of all food areas
- Maintain cleanliness of the front of house areas including organising dishes and utensils.
- Following proper food handling and storage procedures to ensure food safety and prevent contamination.
- Monitor inventory levels of food and supplies and notify management of any shortages or discrepancies.
- Provide friendly and efficient service to students and staff during mealtimes, addressing any concerns or special dietary needs.
- Participate in training sessions and meeting related to food service procedures, safety protocols, and customer service standards.

Qualifications

- Ideally have experience working within Education catering
- Have good Health & Safety knowledge.
- Flexible with a can-do attitude, customer focused.
- Have excellent organization skills.
- Demonstrate great attention to detail.
- Be a team player and enjoy succeeding as a team.
- Possess great customer service skills.
- Have a flexible approach to work

Cleaner

Location	Westminster
Advertising Salary	£13.85
Business Unit	Cleaning
Hours Per Week	15
Working Days	Monday, Tuesday, Wednesday, Thursday, Friday
Shift Pattern:	Monday to Friday 18:30 - 21:30

About The Role:

We are currently recruiting for a Cleaner to support at our client's site.

As a Cleaner, you will play a crucial role in providing safe, clean environments in which our customers can thrive in their workspaces.

Your key responsibilities will include, but are not limited to:

- 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:

- You must have Right to Work in the UK.
- A background in cleaning would be advantageous.
- Attention to detail and thoroughness in completing tasks.

Cleaning Operative

Location	Shepherds Bush
Advertising Salary	£12.75
Business Unit	Private FM
Hours Per Week	30
Working Days	Monday, Tuesday, Wednesday, Thursday, Friday

About The Role:

Days of Working: Monday to Friday

Shift Pattern:

 08:30am to 14:30pm

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

Maintenance Operative

Location: Kensington

Salary: £38,000 – £43,000 per annum (dependent on qualifications & experience)

Hours: 9:00 AM – 5:00 PM, five days per week (including weekend rotation for duty management)

About the Role

We are seeking a skilled Maintenance Operative to oversee the day-to-day operations of the site. Reporting directly to the General Manager, you will play a key role in maintaining service excellence for our residents by leading, training, and managing the team effectively.

Key Responsibilities

- Ensure the smooth operation of engineering services, maintaining high standards in line with the expectations.
- Perform hands-on engineering work, including reactive maintenance and diagnostics.
- Oversee contractor work to ensure compliance with quality and safety standards.
- Adapt to resident's evolving needs with a proactive, multi-skilled approach.

Requirements

Essential:

- HVAC and BMS experience
- Plumbing qualifications
- Hands-on experience with maintenance, troubleshooting, and reactive works
- Ability to manage and oversee engineering operations and contractor performance

Preferred:

- Electrical qualifications
- Knowledge of swimming pool plant operations

Salary & Benefits

Salary: £37,000 – £43,000 per annum, depending on qualifications and experience

Holidays: 5.6 weeks per year (including bank holidays)

Pension

Visitor and Safety Assistant

Hours **Full-time** This role works on 4 days on, 2 days off working pattern across 7 days a week, 09:30 to 17:08 (Friday 09:30 – 20:40)

Contract Permanent

Salary £26,084 per annum

Application deadline: 12pm (midday) on 04 April 2025

Holding an SIA door supervisors' licence is an essential requirement of the role. Successful candidates without this licence must be prepared to attend and pass this training, and to complete the licence application process.

Introduction to the Visitor Services Department at the British Museum:

Working in the Visitor Services department at the British Museum offers a unique opportunity to be part of a dedicated team that plays a vital role in delivering excellent customer service while ensuring the safety and security of both our visitors and the Museum's world-renowned Collection. As an ambassador for one of the most famous cultural institutions in the world, you'll take pride in contributing to a welcoming and informative experience for a diverse and global audience, with approximately 6 million visitors annually.

The Visitor Services team is the public face of the British Museum, upholding the Museum's brand and commitment to excellence. In this physically active role, you will work across the entire Grade 1 listed building, engaging proactively with visitors, answering questions, and managing the flow of visitors while being vigilant in maintaining security. You'll also tackle challenges posed by the environment, including fluctuating temperatures in the historic Grade 1 setting. Your resilience, adaptability, and problem-solving skills will be essential as you contribute to creating a positive and secure atmosphere for all.

Safety: What are the key responsibilities of the Visitor and Safety Assistant role?

A Visitor and Safety Assistant spends their days in a variety of galleries, engaging with visitors, answering questions and directing them around the Museum and its Collection. As a Visitor and Safety Assistant, you will be responsible for monitoring all public spaces to provide a reassuring presence, manage risks and control visitor flow whilst remaining vigilant at all times. We require reliable, personable, and enthusiastic individuals who are passionate about delivering a high standard of customer service.

Safety: What might a normal day look like?

This physically demanding, public-facing role as a Visitor Safety Assistant involves a variety of tasks throughout the Museum. You will engage proactively with visitors, providing information and answering questions. Your responsibilities will include regularly patrolling galleries, performing required security checks, and managing visitor flow. In emergency situations, you will direct visitors to ensure their safety and that of the Collection. This role requires working in fluctuating temperatures and conditions due to the nature of our historic Grade 1 listed building.

Press and Marketing Assistant

Salary £24,000 per annum
Contractual hours 35
Hours Full time
Based at Science Museum SW7 2DD

About the role

As Press and Marketing Assistant, you will be supporting the communication team in compiling daily press coverage, managing press listings of museum events and other tasks to support the efficient running of the press office. This will include supervising media and film crews when on site, providing guidance and practical support.

You will be responsible for facilitating media activities, coordinating the rollout of marketing collateral as well as providing administrative and finance support to the wider team. You will also collate content for internal newsletters and the intranet in support of colleagues with internal comms responsibilities.

In this role, you will play a part in actively developing partnerships and promotions with target organisations to grow and engage new audiences. You will be specifically supporting on the schools and education campaign – one of the Science Museum’s key audiences – through coordinating press and marketing activity around our visitor offer, learning resources, the Wonderlab+ online platform and Academy.

About you

Joining us, you will have an interest in a career in cultural and arts marketing and/or PR for a major, global brand. You will have experience of working on or coordinating projects or events to tight deadlines, with highly effective time management and prioritisation skills.

Crucially, you will have good communication skills with good presentation, verbal and written skills, in addition to being able to use your initiative to solve problems. You will be proactive and be able to collaborate successfully with a wider team.

Don't feel you meet all the criteria? We welcome you to apply even if your experience doesn't match directly. With your transferable skills, you could be the right candidate for this, or other opportunities that we have.

Open for All is one of the Science Museum Group’s five core values and sets out our important aspiration to be a place for everyone. We are working hard to understand our organisation better and to develop a culture that recognises and values different backgrounds, mindsets, skills, experience, knowledge, and expertise. By having greater diversity, we believe that we will be a stronger and better organisation, capable to continue to **Inspire Futures**.

Support Officer

Contract Type: Permanent

Salary: £27,343.11 per annum

Working Hours: Full-time 37.5 hours per week

Working Pattern: Rolling rota, 5 days out of 7 including weekends.

Location: Camden, London

If you share our values and are excited about making a significant impact at Riverside, please ensure you attach a current CV and covering letter. At Riverside we recruit to potential not just on skills and experience, so we encourage you to apply even if you don't meet all the essential criteria on the job description.

The difference you will make as a Support Officer

You will be working from one of our supported services providing support to our customers in a variety of ways. For example, connecting them with employability coaches and other support agencies, helping them manage their money, signing up for benefits or to move on to a more permanent home.

It will be your job to help boost their confidence and support them on their journey as they rebuild their lives. Through all of this you will need to keep records of everything, so there is some admin to do. At times this role is tough, but most of the time it can be incredibly rewarding. You will need to be resilient, empathetic, and able to leave your work at work and not take it home with you.

About you

We are looking for someone with:

- Experience of working with vulnerable people
- Experience of delivering structured support and risk management
- To be a team player with a caring and empathetic nature with a resilient, can-do attitude, able to work as part of a team
- An understanding of supporting vulnerable people – this could include having your own lived experience of homelessness or drug or alcohol addiction.
- Ability to work flexible hours to meet customer and business needs, which may not include normal office hours and may include lone working

Working with us, you'll enjoy:

- Competitive pay & generous pension
- 28 days holidays plus bank holidays (pro rata)
- Flexible working options available
- Investment in your learning, personal development and technology
- A wide range of benefits

Diversity and Inclusion at Riverside:

We are inclusive. At Riverside, we value diversity in all its forms. We foster a workplace where all individuals are respected, empowered, and heard. Our commitment to inclusivity drives our success and enriches the lives of our customers and colleagues.

Applications may close before the deadline, so please apply early to avoid disappointment.

LONDON

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Operations Payroll PR Product Management Project
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