



VACANCIES

Issue Date:

Friday 04th April 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

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 a 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.

We are committed to creating an inclusive, diverse and equitable workplace. We welcome applications from all individuals and provide equal opportunities for everyone. We also offer reasonable adjustments to ensure all candidates have a fair chance during the recruitment process

Clean Team Member

Moorgate FWC | Facilities | Permanent contract | Part time

£26,000 pro rata

20 hours per week

As a 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.

Join Nuffield Health and create the future you want, today.

If you like what you see, why not start your application now? We consider applications as we receive them and reserve the right to close adverts early (for example, where we have received an unprecedented high volume of applications). So, it's a good idea to apply right away to ensure you're considered for this role.

Maintenance Operative

Location: Kensington
Salary: £38,000 – £40,000
Hours: 9:00 AM – 5:00 PM, five days per week (weekend duty rotation)

Join a team that keeps everything running smoothly! We're looking for a skilled Maintenance Operative to play a key role in ensuring a high standard of service for residents at a luxury residential building. Reporting to the General Manager, this hands-on role requires a proactive approach to maintenance, contractor oversight, and occasional desk-based tasks.

What You'll Be Doing

- Carrying out reactive repairs and diagnostics
- Overseeing contractors to ensure quality and safety
- Handling resident requests with a professional, problem-solving mindset
- Supporting customer service and administrative duties as needed
- Knowledge of swimming pool plant operations is a plus

What We Need From You

- Proven maintenance or engineering experience, ideally from a hotel background
- Strong knowledge and understanding of maintenance and engineering work
- Relevant qualifications in this field are highly desired
- Service-oriented mindset with a proactive approach
- Impeccable personal presentation and professionalism

What's in It for You

- Competitive salary: £38,000 – £40,000 (DOE)
- 5.6 weeks' holiday (including bank holidays)
- Pension scheme

Weekend Concierge

Hours: Saturdays & Sundays (12 hour shifts)

Salary: £14.00 per hour

Location: Marylebone (W1G) (closest station is Bond Street)

We are currently recruiting for a new Weekend Concierge to become a part of the team at a gorgeous residential building of 15 units, in between Marylebone and Mayfair (W1G). The concierge will be the first point of contact for all residents, visitors, and contractors. They must be professional in manner and appearance at all times and available to assist residents, visitors and contractors with any enquiries they may have in a positive, solution-oriented way. Exceptional customer service skills with excellent attention to detail with an uncompromising outlook to maintaining the highest standards is a must. Outstanding communication skills, both written and verbal. Confident and dynamic speaker, able to communicate and interact effectively with residents and others. Enthusiastic, proactive and positive personality with ability to build trusting relationships with residents, colleagues and others.

We will require 2 years' minimum of residential concierge experience, or a strong background in the hotel industry.

Main duties and responsibilities:

- To meet and greet all residents, visitors, contractors in a courteous and professional manner at all times.
- To act as the first point of call of all incoming telephone, intercom, email and face-to-face enquiries, responding to queries efficiently and positively.
- To receive and log parcels and packages on behalf of residents.
- To hand over parcels, packages, keys (and other logged items) to residents when they come to collect from the reception (asking for ID where resident unknown or for written authority from resident if third party is coming to collect item on their behalf);
- To log all resident written instructions under relevant apartment number on the concierge database.
- To request all verbal instructions from residents to be made in writing (email) and logged under appropriate apartment number on the database and filed appropriately.
- To ensure the effective communication of site issues and events to colleagues (and temporary staff) by producing/updating the Handover Notes & Instructions at the end of your shift.
- To perform frequent site inspections and patrols reporting any issues found and taking a proactive and solution orientated approach to temporarily fixing any of issues that may pose a health and safety risk to residents and others.

General:

- To comply with company email, telephone and internet policy and procedures.
- To adhere to company dress/uniform code/policy, to be smart and tidy at all times while on duty.
- To comply with all health & safety and personal protective equipment requirements of the site.
- To contact the local police station immediately in the event of any suspicious behaviour or the non-emergency number 101 as applicable.

Part-time Caretaker

Hours: Monday to Friday / 08:00-12:00

Location: Kensington (SW3)

Salary: £13.15 per hour / £13,676 per annum

My client is currently looking to recruit a part-time Caretaker for our stunning residential developments based in Kensington (SW3).

Role Overview

- Ensure the site is well maintained in order to provide high standard level of service, as well as a clean and secure environment, for residents and guests at all times.
- Carry out general maintenance and repair tasks.
- Ensure water tanks, plumbing, and draining are operating effectively and safely.
- Report any faults, difficulties or complaints to the Managing Agent to uphold health and safety standards.
- Paint & decorate where required.

Other Responsibilities

- Monitoring the CCTV system.
- Controlling onsite parking.
- Ensuring that internal and external lighting to the common parts is functioning correctly, and for replacing lamps as necessary (excluding Emergency Lighting).
- Carrying out regular basic security checks around the block during the daytime and report any concerns to the Managing Agent.
- Supervising the visits of all Contractors to the block in accordance with instructions given by the Managing Agent.
- Assisting postmen and tradesmen to enter the block while the tradesmen entry facility is switched off and accepting deliveries on behalf of residents if at all practicable.
- Reporting work completed and issues reported to the Managing Agent in the method and frequency set out by the Managing Agent.

Afternoon Residential Porter – Kensington

Hours:

- Monday Thursday: 15:00 – 19:00
- Tuesday Wednesday Friday: 15:30 – 19:00
- Saturday: 07:00 – 13:00

Salary: Up to £17000 per annum + Pension

Role Overview:

We are looking for a friendly and proactive Afternoon Residential Porter to join our team in Kensington. As the first point of contact for residents and visitors, you'll play a key role in maintaining a welcoming and secure environment while ensuring the smooth operation of the property.

Key Duties:

- Greet and assist residents & visitors with inquiries.
- Supervise contractors to ensure compliance with site regulations.
- Monitor security and control access to the property.
- Keep communal areas clean and report maintenance issues.
- Support management with daily operational tasks.

What We're Looking For:

- Strong communication and customer service skills.
- Ability to multitask and work independently.
- Professional, proactive, and well-organised.
- Previous experience in a similar role is beneficial but not essential.

If you're a team player with a keen eye for detail, we'd love to hear from you. Apply now and become part of our dedicated team!

Cleaner

Location: Westminster
Salary: £14.22
Cleaning
Hours Per Week: 15
Working Days: Monday, Tuesday, Wednesday, Thursday, Friday

About The Role:

Days of Working: Monday to Friday

Shift Pattern: 18:00pm - 21:00pm

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

As a Cleaner at OCS, 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.

Day Concierge (Luxury Residential)

Hours: 4 on 4 off (07:00-19:00)

Salary: £31,000 per annum or £14.19 per hour

Location: Mayfair (W1S) (nearest tube station is Piccadilly Circus)

We are currently recruiting for a new Day Concierge to become a part of the team at our luxury site in Mayfair (W1S), with 42 exclusive apartments and penthouses. The concierge is the first point of contact for all residents, visitors, and contractors. They must be professional in manner and appearance at all times and available to assist residents, visitors and contractors with any enquiries they may have in a positive, solution-oriented way.

Exceptional customer service skills with excellent attention to detail with an uncompromising outlook to maintaining the highest standards is a must. Outstanding communication skills, both written and verbal. Confident and dynamic speaker, able to communicate and interact effectively with residents and others. Enthusiastic, proactive and positive personality with ability to build trusting relationships with residents, colleagues and others.

We will require 2 years' minimum of residential concierge experience at a luxury establishment.

Main duties and responsibilities:

- To meet and greet all residents, visitors, contractors in a courteous and professional manner at all times.
- To act as the first point of call of all incoming telephone, intercom, email and face-to-face enquiries, responding to queries efficiently and positively.
- To receive and log parcels and packages on behalf of residents.
- To hand over parcels, packages, keys (and other logged items) to residents when they come to collect from the reception (asking for ID where resident unknown or for written authority from resident if third party is coming to collect item on their behalf);
- To log all resident written instructions under relevant apartment number on the concierge database.
- To request all verbal instructions from residents to be made in writing (email) and logged under appropriate apartment number on the database and filed in appropriate apartment folder on Outlook.
- To ensure all new residents register with the concierge team, providing names and contact details of all those living in the apartment for entry on the concierge database.
- To enter new resident (tenant) details on the database under relevant apartment number profile. Email new resident(s) their database login details and Welcome Letter outlining site procedures and services.
- To programme door entry fobs, key cards and enter telephone number on door entry intercom panels (where applicable);
- To forward any resident complaints, breach of leases (i.e. subletting, loud noises, pets) to the Building Manager.
- To assist with arranging apartment access for PMM contractors (HIU, Sprinkler Head, Window Cleaning etc.);
- To perform end of shift parcel and key audits. Resolving any discrepancies before the end of your shift.

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- To perform weekly fire alarm, lift alarm and other regulatory tests and inspections. Report any issues to the Building Manager and log/file records for inspection purposes;
- To be familiar with the site fire activation and evacuation procedures and evacuation points.
- To ensure the effective communication of site issues and events to colleagues (and temporary staff) by producing/updating the Handover Notes & Instructions at the end of your shift.
- To perform frequent site inspections and patrols reporting any issues found and taking a proactive and solution orientated approach to temporarily fixing any of issues that may pose a health and safety risk to residents and others.

General:

- To comply with company email, telephone and internet policy and procedures.
- To adhere to company dress/uniform code/policy, to be smart and tidy at all times while on duty.
- To comply with all health & safety and personal protective equipment requirements of the site.
- Under no circumstances is alcoholic drink to be consumed during your working shift. This includes any lunch time or break period. In addition, smoking is not permitted in the building and anywhere else in the development except of the designated areas.
- Health and Safety is of paramount importance. Do not take risks. You must never put yourself, a colleague, contractor, resident or visitor in a dangerous position. All areas of risk must be labelled, sealed off and suitable warnings put up. All incidents should be reported to the Building Manager (PMM) and your Account Manager.
- If contractors attend site and you are unhappy with the manner in which they are working and believe it presents a hazard, then they must be politely told to stop work, and you must inform the Building/Property Manager;
- To complete any other requests as directed by Account Manager or Managing Agent.

Mobile Car Park Cleaner

Shift Pattern: 20:00pm - 05:00am, with the ability to work overtime.

We are currently recruiting for a Mobile Car Park Cleaning Operative to join our passionate and driven cleaning team.

All Locations

Hertfordshire, Hatfield, Hemel Hempstead, Tring, Waltham Cross, Watford, London, New Maldon, Southwark, **Westminster**, Wimbledon

Hours Per Week

Hours: 45

About The Role:

Days of Working: Sunday - Thursday

Your key responsibilities will include:

- Carrying out car park cleans during the night using a road sweeper, jet wash machine and leaf blower – full training will be provided
- Maintaining the road sweeper after each use
- Transporting the road sweeper between sites
- To be confident to work alone and use own initiative to ensure the Customers specification is met.
- To ensure the highest level of customer care is always adhered to.
- To demonstrate a can-do attitude towards individual customer requests and strive to exceed customer expectations.
- Must be conversant with Health & Safety requirements.

The ideal candidate will have:

- Experience towing a trailer is essential
- Comfortable working independently
- Able to work to deadlines and prioritise as well as be flexible with working hours
- IT literate – ability to use app software to generate work sheet
- You must have a full UK Driving License and be willing to travel between sites.

We are an equal opportunities employer and rely on a diverse workforce with a broad range of knowledge, skills, and backgrounds to deliver our goals. We offer an inclusive and welcoming environment and actively encourage applications from all individuals regardless of race, gender, nationality, religion, sexual orientation, disability, or age.

Cleaner

Locations Central London W11
Advertising Salary £14:15
Hours Per Week 20
Working Days Monday, Tuesday, Wednesday, Thursday, Friday

About The Role:

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

Working Hours: Monday to Friday

As a Cleaner at OCS, 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.

Care Assistant

Location: W10

Pay Rate: £13.37 per hour: Mon to Sat, £13.87 per hour: Sun

Shifts Available: A range of flexible full-time and part-time shifts are available covering, mornings, evenings, weekdays and weekends.

Job Description

What you'll do

Our care assistants are the extraordinary people who do the everyday things that mean so much to our clients. Supporting them to live safer and supported lives in their own homes, you'll follow individual care plans and assist with personal care, helping clients to bathe, dress, manage incontinence, use the toilet and supporting them with their medication. You'll also help with practical tasks like shopping, mealtimes and housework.

Qualifications

What you'll need

You don't need any social care experience to apply for this role. We're more interested in your compassion and ability to care. You'll need to be resilient too and willing to learn new skills and develop your knowledge as part of a close-knit team.

Additional Information

Why choose us?

What we offer

We're creating brighter days. Fresh challenges. Exciting opportunities. Plenty of ups, downs, and curveballs. With a career as a Care Assistant at MiHomeCare, part of City & County, every day will be different to the next. Each will offer you the opportunity to do meaningful and rewarding work that makes a real difference to our clients' lives and your career.

What you'll get

- Enhanced occupational maternity and adoption pay
- Enhanced occupational paternity pay entitlement
- Death in Service Payment
- Pension scheme
- Benefits and wellbeing platform
- 28 days annual leave (pro rata)
- Refer a friend scheme
- Cycle to work scheme

We see extraordinary achievements happen everyday thanks to the talent and commitment of our people. We want to transform the care industry by working smarter, using innovative tech and driving forward positive change. As the largest care company in the UK, we have the size and success to offer you a world of career opportunity, choice and security. Join us on our journey and continue yours. City and County Healthcare Group is an equal opportunities employer.

Care Assistant

Location: Westminster, Camden, Kilburn, Kensington

Pay Rate: £13.37 Monday-Saturday and £13.87 on Sundays

Shifts available: A range of shifts available

Due to the geographical nature of this role, access to a vehicle is required

Job Description

What you'll do

Our care assistants are the extraordinary people who do the everyday things that mean so much to our clients. Supporting them to live safer and supported lives in their own homes, you'll follow individual care plans and assist with personal care, helping clients to bathe, dress, manage incontinence, use the toilet and supporting them with their medication. You'll also help with practical tasks like shopping, mealtimes and housework.

Qualifications

What you'll need

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Additional Information

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- Benefits and wellbeing platform
- 28 days annual leave (pro rata)
- Refer a friend scheme
- Cycle to work scheme

Visitor Experience Team Leader

Salary range: £16,000 per annum part time (£27,000 FTE)

Working hours: Part time, 21 hours Saturday Sunday and Wednesdays, occasional Mondays (for training) and Bank holidays

Job purpose

Our Visitor Experience team are ambassadors for the Museum's vision and values. This role sits at the heart of the Museum visitors' experience. Its main aims are:

- To support and energise the Visitor Experience Host team on a daily basis, leading by example and collaborating with peers to create a positive and memorable experience for each and every visitor.
- To coordinate daily team operations, ensuring shared responsibilities and tasks are carried out efficiently and effectively.
- To maintain a safe and secure environment for everyone using our spaces, acting as daytime duty manager on a rotational basis and at occasional evening events by prior arrangement.

Main responsibilities:

- Support and energise the Visitor Experience Host team on a daily basis, leading by example and collaborating with peers to create a positive and memorable experience for each and every visitor:
- Lead from the front, demonstrating excellent visitor experience and engagement through daily interaction with visitors at the welcome desk, in the galleries, in the shop and at special events
- Take a confident approach to fundraising and income generation by promoting donations, memberships, digital guides and other products, and encourage team members to do the same
- Develop, maintain and share a good working knowledge of our temporary exhibition and events programme, supporting team members to retail tickets using the ePOS system
- Discover new ways to understand and explore our permanent, temporary and online content, sharing inspirational stories, interesting facts and tips for engaging with visitors with the wider team
- Ensure high standards of presentation at all times, taking action to resolve minor technical and maintenance issues and escalating to other departments or external contractors when appropriate
- Lead the team at public programme, commercial and private events
- Lead on Visitor First rota, training and present as necessary
- Lead on Audience answers survey and work with Communications team to utilise the data, presenting as necessary

Coordinate daily team operations, ensuring shared responsibilities and tasks are carried out efficiently and effectively:

- Ensure all team members receive an informative and motivating briefing at the start of their shift
- Compile a daily working plan for the team, allocating invigilation positions, essential tasks, lunch and comfort breaks
- Resolve absences and staffing shortages by flexing the daily working plan or sourcing additional cover

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- Supervise the timely rotation of team members through invigilation positions, tasks and breaks, covering essential roles as and when necessary
- Carry out end-of-day reporting and ePOS reconciliation tasks
- Supervise Visitor Experience volunteers working in the galleries and providing tours of Almshouse 14
- Welcome schools and organised groups, providing a short five-minute introduction and orientation talk to help group members get the most from their visit

Skills/Knowledge/Personal Attributes

Type of technical, specialised skills or personal attributes that are required to deliver 'main responsibilities' above.

Essential:

- Leading or supervising a team in a busy visitor experience, retail or hospitality environment with visitor focused exceptional customer service skills
- Rostering or scheduling teams, adapting to unexpected absences and additional staffing demands
- Motivating a team to achieve income and performance targets
- Supporting team members to develop existing skills and learn new tasks
- Health and safety, security and incident management in a public space
- Operating a till or using a ticketing system, with experience of cashing-up/reconciliation
- Operating and troubleshooting audiovisual equipment, including digital screens, speakers, projectors and digital interactives, strong IT skills and Microsoft Suite

Desirable:

- Coordinating multiple events or activities, liaising between internal and external event leads, clients and contractors Delivering tours and talks to a wide range of different audiences
- Supervising and supporting volunteers
- Duty management and emergency incident response in a complex public space
- First aid, fire warden, health and safety or security training or certification

Other requirements

- The successful candidate must hold or be willing to gain a recognised first aid or fire warden certificate. Training to understand the role of building recovery manager in the Museum's emergency recovery plan will be provided by the Museum.
- This is an active, floor-based role, with significant time spent moving between spaces and occasional manual handling. A reasonable level of physical fitness is required.
- Working on Saturday and/or Sunday on a weekly basis is expected of both full time and part-time role holders
- Flexibility to work occasional evenings and bank holidays (except Christmas Day, Boxing Day and New Year's Day) is essential
- A DBS (criminal record) check at the appropriate level will be required before the successful candidate can start work

As a Disability Confident Committed employer, our recruitment is inclusive and accessible. If you would like to request an alternative application format on disability grounds, please contact jobs@museumofthehome.org.uk

Purchase Ledger Coordinator

Location	IWM London
Salary	£30,500.00
Hours	36 hours net per week
Department	Finance
Position type	Permanent
Closing	April 14th 2025, 9:00 AM

Job Summary

An exciting opportunity in IWM's Finance department for a Purchase Ledger Coordinator: as a key member of our team, you'll work closely with our Purchase Ledger Supervisor to ensure accurate accounting for all IWM expenditures.

In this role, you will:

- Maintain essential records that support our management accounts.
- Control, monitor, and report on income and expenditure.
- Ensure timely payments, contributing to the smooth financial running of our organisation.

This is a great opportunity to develop your financial accounting skills and support the overall financial health of the museum.

For a full list of duties and the person specification (which your application will be marked against) please view the Job Description.

Ready to embark on this exciting journey with us? Apply now and become part of IWM!

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. This role is subject to:

A basic check, which shows unspent convictions and conditional cautions.

Equal Opportunities and Flexible Working

IWM is committed to a policy of Equal Opportunities.

Store Assistant

Salary Details: £14.05 - £14.35 per hour
Contract Type: Permanent
Location: Kentish Town

Vacancy Specification

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.

Career Starter Stores

Salary Details: £8.87 per hour
Contract Type: Fixed Term Contract
Locations: Little Venice

Vacancy Specification

One thing's for sure as a Career Starter Apprentice in Retail you'll never be bored. Balancing theory with practical store work, you'll be expected to work hard on this one-year programme. There's a real family feel here and we all pitch in as part of a close-knit team. And since there's always loads of support from those around you, ranging from Store Managers to Store Assistants, you'll never feel like you're struggling. In this fast paced environment you'll get to learn something new every day in a company that thrives on being different. As someone who wants to make things happen, you'll find all this adds up to an exciting challenge. The time will fly by and before you know it you will have your Level 2 Retail qualification and be working as a fully-fledged Store Assistant with real opportunities for progression in the future.

Store Assistant

Salary Details: £14.05 - £14.35 per hour
Contract Type: Permanent
Locations: Kilburn High Road (London)

Vacancy Specification

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

Central Food Assistant

Salary: Competitive Plus Benefits

Location: Holborn Store Support Centre, London, EC1N 2HT

Contract type: Permanent

Closing date: 10 April 2025

In this role you will play a key part in supporting the Development Chef and wider Product Development Team through carrying out benchmarking, placing and managing product orders, cooking products for development meetings, helping out with events and more.

What I am accountable for

- Monitor customer complaints on new lines and report on a bi-weekly basis
- Place online orders for some kitchen sessions, events, benchmarking and Product Development meetings
- Ensure that on delivery these orders are then properly organised, with product clearly labelled and stored, or set up ready for use in the relevant session as required
- Cook up products for straight forward Product Development gate meetings to support the Product Development function (following pack instructions)
- Help cook up simple products for showcases, cross category benchmarking sessions and other events (following pack instructions)
- Support with management of kitchen bookings and Food Centre activity in the absence of the Food Centre Lead
- Support with managing supplier orders and payment admin for large scale events
- Keep the development chef food store tidy, stocked and ensure all products are in date
- Plan and order for standard benchmarking, then facilitate the sessions independently and report back on the findings
- Perform ad-hoc admin tasks to support the development chef function
- Liaise with event organisers to agree on numbers, dietaries and timings

What I need to know

- Some hands-on food experience (doesn't need to be chef level or have a culinary qualification)
- Proficient in using PowerPoint, Teams, Word & Excel for day-to-day tasks
- Good verbal and written communication skills
- Excellent organisation and planning skills
- Be familiar with standard recipe writing practices and be able to translate ingredient lists into the correct quantities for ordering

What I need to show

- Flexible approach to working, with the ability to work occasional evenings for events
- A passion for food and willingness to learn
- An ability to complete both practical and administrative tasks
- Team player, proactive and willing to get involved and support

Support we will provide

- Weekly 1:1s with Senior Innovation Chef
- Training and upskilling where required
- Performance development reviews and a personal development plan
- My Sainsbury's Learning - Sainsbury's Brand Technical Training Courses and Store Support Centre behavioural personal development courses

Order Picker

Salary information: £24,180 pro rata (£12.40 p/h)

Hours: Full time

Closing date: 23 April 2025

Location: North London, London, NW2 7BA

Company: Selco Builders Warehouse

Job type: Permanent

The Job

- Working as part of a team providing excellent customer service wherever there is interaction with one of our customers
- Using forklift trucks and other equipment to prepare stock for delivery, but don't worry full training will be provided
- Accurately and efficiently identifying and picking stock to fulfil customer orders
- The contracted hours for this role are 37 or more

What's in it for you?

Here at Selco, we value our colleagues, and you will be entitled to a whole host of benefits when working with us. We offer a wide range of lifestyle perks, including;

- Free health cash plan, making it easy for you and your family to get the healthcare you need and claim back the costs.
- Profit Based bonus scheme, up to £175 per month.
- Discounts and offers at thousands of retailers, cinemas, restaurants, amusement parks and gyms.
- Generous staff discount on all products sold in store.
- Competitive company pension scheme.
- Cycle to work scheme.
- Holiday Buying.
- Free life assurance.
- Share save scheme.

At Selco, the opportunities for professional growth and development are limitless. We actively support and encourage internal advancements through a fully developed and supported career path, with plenty of training opportunities along the way to help you develop the career path you want.

We pride ourselves on being an equal opportunities employer and are committed to creating a work environment that is diverse, inclusive and welcoming to all. Our aim is for Selco colleagues to be a true representation of all sections of society. We are committed to the Health and Safety of our Colleagues being our top priority.

CSCS Labourer

Hours: Full time

Closing date: 29 April 2025

Location: London, London, W2 1RX

Company: Venture Construction Solutions Ltd

We are currently seeking a CSCS Labourer to join our team in Central London for a 2 to 4-week assignment. This position offers 8.5 hours paid per day and involves clearing rubbish and performing standard labouring duties.

Responsibilities

- Clearing rubbish from the work site
- Performing standard labouring duties as required
- Adhering to health and safety regulations at all times

Qualifications

- Must have a valid CSCS Card
- Asbestos awareness certification is required

Day-to-day As a CSCS Labourer, you will be responsible for ensuring the cleanliness and safety of the work site, as well as assisting with various labouring tasks as directed by the site supervisor.

Benefits

- Competitive pay
- Opportunity to work in Central London
- Gain valuable experience in the construction industry

If you meet the qualifications and are ready to take on this temporary assignment, please apply with your updated CV. We look forward to welcoming a dedicated and hardworking individual to our team.

School Catering Assistant

Salary information: Competitive

Hours: Part time

Closing date: 13 April 2025

Location: London, NW10 1RD

Company: Compass Group

Job type: Permanent

As a Catering Assistant, you'll be part of a dynamic, fast-paced team, contributing to a positive and friendly work environment. The role offers numerous opportunities for growth within a company that values individuality and invests in its employees. Your hard work will be recognised and rewarded, making it an excellent chance to advance in a supportive setting.

Here's an idea of what your shift pattern will be:

- Mon: Full-time (Days)
- Tues: Full-time (Days)
- Weds: Full-time (Days)
- Thurs: Full-time (Days)
- Fri: Full-time (Days)
- Sat:
- Sun:

Your key responsibilities will include:

- Preparing delicious, high-quality food that delights our clients and customers
- Crafting eye-catching food and counter displays that draw customers in
- Proudly representing Chartwells and embodying our positive brand image
- Handling transactions with ease and operating the cash register efficiently
- Upholding the highest standards of Food Handling & Hygiene
- Ensuring a safe and healthy work environment by adhering to Health & Safety regulations

Our ideal Catering Assistant will:

- Bring a positive, can-do attitude to everything you do
- Show genuine passion for delivering exceptional customer service
- Excel as a supportive and collaborative team player
- Embrace the excitement of thriving under pressure
- Demonstrate impeccable time management and reliability
- Prioritise safety in every task you undertake
- Previous experience in a similar catering role is a bonus, but your enthusiasm is what truly matters

School Catering Assistant

Salary information: Competitive

Hours: Part time

Closing date: 01 May 2025

Location: London, SW1P1EP

Company: Compass Group

Job type: Permanent

As a Catering Assistant, you'll be part of a dynamic, fast-paced team, contributing to a positive and friendly work environment. The role offers numerous opportunities for growth within a company that values individuality and invests in its employees. Your hard work will be recognised and rewarded, making it an excellent chance to advance in a supportive setting.

Here's an idea of what your shift pattern will be:

Mon: Part time

Tues: Part Time

Weds: Part Time

Thurs: Part Time

Fri: Part Time

Sat:

Sun:

Please note: This role is contracted to 44 weeks per year

Your key responsibilities will include:

- Preparing delicious, high-quality food that delights our clients and customers
- Crafting eye-catching food and counter displays that draw customers in
- Proudly representing Chartwells and embodying our positive brand image
- Handling transactions with ease and operating the cash register efficiently
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- Prioritise safety in every task you undertake
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Catering Assistant

Salary: £12.21 per hour

Hours: Full time

Closing date: 01 May 2025

Location: Paddington, London, W2 5SR

Company: Care UK Plc

Job type: Permanent

Are you a passionate and caring individual looking for a rewarding career with excellent training and opportunities for development? Join Care UK, a multi award winning care provider as a Catering Assistant.

The Role

Maintain the cleanliness of kitchen and related areas.

Preparation of produce for mealtime, for example vegetable preparation and making of sandwiches

Ensure correct storage of all dry and perishable produce.

Safely storing cleaning materials

Ensure all cooking utensils and pots are cleaned to the required standards

Carry out any tasks assigned by the Head / Second Chef or Home Manager

Some of our benefits by joining the Care UK family

Alternate weekend and social friendly working hours

Bank Holiday Pay Enhancements

Career development, training and access to our approved apprenticeship scheme

Hundreds of online and in-store discounts

Annual purchase holiday scheme

Wellbeing support • Wagestream- access your wages at any time.

New to Catering?

We have our own Catering Academy to provide excellent training and induction programs for all new Catering Assistants and we will give you all that's needed to have a successful career as a Catering Assistant with us. Our high quality, innovative training and coaching will support the development of your skills throughout your career with us.

We are committed to recruiting diverse, talented people, who share our passion for helping others. We see the potential in everyone, let us help fulfil yours.

Attendance Officer

Hours: Full time

Closing date: 22 April 2025

Location: London, NW10 3ST

Company: Teaching Vacancies

Job type: Permanent

We are looking for an Attendance Officer to join our dedicated academy team at Harris Lowe Academy Willesden. This role is likely to suit an individual looking to develop in a school environment with attendance related experience.

We would like to hear from you if you have:

- Qualifications to degree standard or equivalent
- Sound Knowledge of Microsoft software
- Knowledge of Management Information Systems for input and export of student attendance data, including training in relation to attendance and report generation
- Knowledge of attendance policies and procedures
- Knowledge of the range of agencies that work with students and their families
- Basic knowledge of first aid; e.g. emergency first aid course
- Knowledge of a range of attendance codes and when they can be used
- Knowledge of many of the social issues facing students from disadvantaged backgrounds
- Three years' experience of working in an inner-city school or educational establishment
- Experience of working with Academy welfare officer
- Experience of meeting with parents/carers formally and informally
- Experience of managing attendance systems
- Experience in a similar role
- Experience of working with young people, including those with challenging behaviour

Your responsibilities will include:

- Assisting ALG in the management and development of attendance and punctuality policies
- Daily monitoring and follow-up of attendance and punctuality
- Participating on late desk and follow up detentions
- Contacting parents/carers of students absent at agreed time and recording reasons for absence if given
- Daily monitoring and early calls on the attendance of children in care or students on the vulnerable list
- Making home visits with the Academy welfare manager as required
- Sending letters to parents regarding attendance matters as requested by the Academy Welfare Manager
- Ensuring the smooth operation of the computerised registration system

Issue Date Friday 4th April 2025

- Ensuring daily attendance information is entered accurately onto the system
- Establishing the reason for absences including telephone calls, letters and home visits
- Preparing and distributing attendance and punctuality certificates
- Following up on poor attendance or punctuality
- Signing students in and out of the Academy outside normal start and finish times
- Liaising with the Educational Welfare Officer to ensure prompt, consistent and rigorous intervention with poor attendance
- Monitoring student attendance together with students' progress and performance in relation to targets set for each individual
- Dealing efficiently and effectively with referrals on attendance concerns
- Alerting appropriate staff to problems experienced by students and making recommendations as to how these may be resolved
- Communicating with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students
- Meeting with LAC students weekly and pass on any relevant information regarding their welfare

Commitment to safeguarding

Room Attendant

Salary information: £12.50 - £15.00 p/h, Recognition, Incentives and Awards

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

Closing date: 25 April 2025

Location: WC2B 4AU

Job type: Permanent

Key Responsibilities

- Cleaning rooms, bathrooms, making beds as well as replenishing linen and guest supplies.
- Being friendly, approachable and helpful with customers and team members.
- Working to deadlines.
- Attending team meetings and sharing ideas.
- Attention to detail, reporting any room damage to supervisors.
- Flexibility to perform other duties as required.
- The ability to work a variety of shifts including weekends, days, afternoons, evenings and bank holidays.
- Awareness of all Health and Safety procedures within the hotel, including the use of cleaning chemicals.

Person specification Experience

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

Skills and knowledge

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

Flexibility

You may be required to work different and/or additional hours of work (from those to which you have been previously notified in respect of any period) and carry out additional reasonable tasks to meet the needs of the Company and their clients.

Pharmacy Assistant - Hospital

Salary: £11.94 per hour

Hours: Full time 42.5

Closing date: 12 April 2025

Location: University College Hospital, NW1

Company: Phoenix Medical Supplies

Job type: Permanent

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

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

Responsibilities

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

Experience and Qualifications

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

Package

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

Care Worker - St John's Wood, London

Salary: £25,960 per year

Hours: Full time 35 hours per week

Shift Pattern: Monday-Sunday 7am-10pm across 5days Bank Holiday working is mandatory

Location: St John's Wood, London, NW8 8PJ

Company: Housing 21

Job type: Permanent

Closing: 14 April 2025

Are you a people person who can strike up a conversation with anyone?
Do you want to finish work knowing you've made real a difference to someone's life?

If this sounds like you – we've got the perfect match!

Is it for me?

You don't need experience or any qualifications to be a Care Worker; just a positive attitude and kind manner. In fact, if you have ever cared for a relative or friend, raised children, or helped a neighbour with shopping or gardening you have already displayed a lot of the skills we require!

We offer full training together with recognised qualifications and, if you want to take your career in care a step further, joining our Extra Care Academy can help you progress into a management role. Many of our Managers and Assistant Managers in Extra Care started out as Care Workers in our schemes.

All you need is:

- To be kind and friendly
- Good written and verbal English communication skills
- Commitment to undertake necessary further training
- A genuine desire to help people
- Reliability and flexibility
- The ability to use your initiative
- To remain calm under pressure

About the role

Everyone is different but what stays the same is our commitment to offering high standards of care to all our residents regardless of their care needs – enabling them to live their best lives. Our residents tell us how important our Care Workers are to them, being a friendly face, brightening their day and helping to make life worth living by doing the simplest of things. Tasks can include:

Issue Date Friday 4th April 2025

- Supporting with household and domestic tasks, such as laundry, shopping, cleaning, and financial transactions such as paying bills.
- Making meals, drinks and snacks where necessary.
- Encouraging and enabling residents to follow agreed care plans.
- Assisting residents with getting up in the morning, providing personal care including washing / bathing and dressing; helping with undressing and going to bed in the evening, as well as providing help and ensuring medication is taken as required.
- Putting resident wellbeing at the heart of the service, going the extra mile to ensure our residents can live their best lives and ensuring managers and key agencies are kept informed of progress.

An offer of employment will be subject to the satisfactory completion of an enhanced disclosure check, satisfactory references, and induction training.

*Health Cash Plan funded for those working a minimum of 10 hours per week on a guaranteed hour contract.

Due to the nature of this role this advert may close earlier than the closing date listed and once sufficient applications have been received. Please apply early to avoid disappointment.

Part time fashion modelling

Salary: £15 per hours

Hours: Part time

Closing date: 26 April 2025

Location: Golders Green, North West London

Remote working: On-site only

Company: Opportunity Peaks

Job type: Contract

Job reference: elite1 magazine

Summary

we looking someone interested about modelling & acting & tv presenter help anyone talented for stage about fashion modelling & acting presenter tv .r you ready for seriously try?

Admin /Sales assistant

Salary: £7.00 per hour

Hours: Part time

Closing date: 20 April 2025

Location: NW1 7JE

Remote working: On-site only

Company: Kiss The Sky

Job type: Apprenticeship

Summary

Ideal for someone looking to get into the nightclub industry.

Assistant with admin and sales in the hospitality industry.

Dealing with clients, assisting with deals and after sales service

Barista and Deli Assistant

Salary: £10.00 to £13.50 per hour

Hours: Full time

Closing date: 25 April 2025

Location: NW12HN, EUSTON

Remote working: On-site only

Company: Sandwich Club Euston Limited

Job type: Permanent

We are seeking somebody to work Monday - Sunday Roster Based in the Deli. We are making coffees, and sandwiches, heating empanadas, and selling our products on the shelves.

Experience: Barista and Deli Required

Languages: English – Good/Advanced

Employment: Part-time/Full-time

Salary: £11.50 – £13.50 hourly Based on Experience.

What we would LOVE from you:

- Passionate, Energetic, and Hands-on Personality.
- Hospitality and good service lover!
- Personality and right attitude- is a key.
- Have a good understanding of business operations.

Receptionist & Administration Assistant

Job Role: Administration, HR, data and finance
Visa sponsorship: Visas cannot be sponsored
Working pattern: Full time: Monday to Friday, 8.15-4.30pm
Contract type: Permanent
Full-time equivalent salary £30,987

What skills and experience we're looking for

This is an exciting opportunity for an experienced Receptionist to be part of a supportive and ambitious team, who are committed to supporting our Academy. It is not just our teaching staff who help us our students reach their potential!

Exercising a high degree of integrity and mature disposition, you will act as the first point of contact at the Academy dealing with front-line enquires from staff, students and visitors. Representing the Academy by providing a professional and efficient reception service is essential. As part of the wider office team, you will provide comprehensive administrative support to ensure the smooth day-to-day running of the organisation and be responsible for a range of administrative duties. This includes answering telephone calls, managing the Academy's enquiries inbox, and liaising with relevant stakeholders. Working closely with your colleagues, you need to be a team player and assist with coordinating events and first aid at the Academy.

The ideal candidate will preferably have relevant experience, a friendly nature and excellent IT skills. The candidate will need to be highly organised and have the ability to work under pressure and to deadlines, showing initiative and acting proactively when required. However, above all else, the appointed candidate will have a positive work ethic and can-do attitude.

Commitment to safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and trustees to share this commitment.

Our recruitment process follows the keeping children safe in education guidance.

Offers of employment may be subject to the following checks (where relevant):

- Childcare disqualification
- Disclosure and Barring Service (DBS) medical
- Online and social media
- Prohibition from teaching
- Right to work
- Satisfactory references
- Health check and/or occupational health referral

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Luggage Porter

Location: Park Hyatt London River Thames

Department: Administrative

Hours: Full-time

Summary

About Park Hyatt London River Thames

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

Duties and responsibilities related to the Luggage Porter

- Warmly welcome guests upon arrival, offering a friendly and hospitable greeting.
- Transport guests' luggage from the point of arrival (e.g., car, taxi) to the front desk, and subsequently to their rooms. Assist with luggage during check-out and departure as well.
- Escort guests to their rooms, explaining the room features and hotel amenities as necessary.
- Safely store and retrieve luggage as needed, ensuring proper tagging and documentation for easy identification.
- Communicate effectively with front desk staff to ensure a smooth check-in and check-out process for guests.

About you

Previous experience in a similar role within the luxury segment is preferred. Excellent customer service skills, attentiveness, and the ability to handle a variety of tasks efficiently and professionally.

Benefits of the Luggage Porter role include

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

Residence Receptionist

Location: Park Hyatt London River Thames

Department: Front Office Administrative

Hours: Full-time

Duties and responsibilities related to the Residence Receptionist role

- Be the first point of contact for our residents and assist them throughout their stay
- Create positive connections and understand their requirements, ensuring high levels of satisfaction and exceeding their expectations
- Liaise and work closely with other departments such as Housekeeping, Security and Engineering
- Manage phone, email, and in-person requests, anticipating resident needs
- Provide residents and their guests with property facilities and local area information, including events and activities
- Support with Front Office related activities at the Park Hyatt London River Thames Hotel

About you

Previous experience in a similar role within hospitality or residential environment is essential. Excellent verbal and written communication skills.

Benefits of the Residence Receptionist role include:

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

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Spa Therapist - Part Time

Location: Park Hyatt London River Thames

Hours: Part-time

Hourly rate: £14.40 per hour + Service Charge + Tips + Commission

Duties and responsibilities related to the Spa Therapist role

- Administer a variety of high-quality spa treatments, including massages, facials, body wraps, and other therapeutic services, tailored to meet guests' needs and preferences
- Recommend personalized treatments and products to enhance their overall wellness experience and promote retail sales.
- Provide attentive and personalized service throughout the guest's spa journey, from initial consultation to post-treatment care, ensuring their comfort, satisfaction, and relaxation are prioritized.
- Stay updated with the latest trends, techniques, and developments in the spa industry through ongoing training and education. Incorporate new skills and knowledge into treatments to provide guests with innovative and effective spa experiences.
- Maintain strict adherence to health, safety, and sanitation guidelines, ensuring all spa treatments and practices meet regulatory requirements and uphold the highest standards of cleanliness and hygiene.

About you

Proven experience in a similar role is essential as is extensive knowledge of various spa techniques, coupled with a deep understanding of guest preferences and health and safety regulations. One of the following qualifications is highly advantageous:

- Level 3 Diploma Facial, Body Treatments & Body Massage - (ITEC/NVQ/CIBTAC/CITY & GUILDS)
- Level 3 Diploma Facial Electrical Treatments - (ITEC/NVQ/CIBTAC/CITY & GUILDS)
- Level 3 Diploma Body Electrical Treatments - (ITEC/NVQ/CIBTAC/CITY & GUILDS)

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- Continuous learning and development opportunities to provide you with a clear career path as well as job promotion opportunities across Hyatt Hotels worldwide

Microsoft 365 Engineer

Salary: £36,843 per annum
Contract type: Permanent
Hours: Full time

The National Gallery is seeking a Microsoft 365 Engineer to join the IS Department. In this role, you will be responsible for the support, secure configuration, administration and development of the Microsoft 365 platform, including SharePoint, OneDrive, Teams, and other integrated systems.

In this role, you will be responsible for the support, secure configuration, administration and development of the Microsoft 365 platform, including SharePoint, OneDrive, Teams, and other integrated systems.

The ideal candidate will:

- Be confident in leading the Gallery on all Microsoft 365 technologies.
- Have strong troubleshooting skills to resolve application and user issues.
- Advocate for and champion improvements in the M365 environment.
- Have a keen interest in emerging technologies that can enhance Gallery performance and productivity.

LONDON JOB SHOW

Westfield
LONDON W12

25th & 26th April 2025 at Westfield Shepherds Bush

- Meet 60+ employers in person
- Boost your chances of being hired by adding a personality to your application
- On the spot interview opportunities
- Attend Career Workshops & Seminars throughout the event
- Thousands of jobs and courses available. From senior management positions to mid-level roles, to graduate schemes, to entry level, and apprenticeships

London Job Show employers are hiring for the following departments:

Accounting Administration Advertising Services Apprenticeships,
Business Development Business Support Call Centre,
Child Day Care Service Creative Services Customer Service
Design, Education Engineering Facilities Facility Management
Finance Food & Beverage Front Office Healthcare Services,
Hospitality Housekeeping Human Resources IT
Kitchen & Food Production Law Enforcement Legal Logistics,
Maintenance Marketing Media & Communications Merchandising
Operations Payroll PR Product Management Project
Management Quality Assurance Real Estate Research Retail
Retail Apparel & Fashion Sales, Security Staffing & Recruiting Supply
Chain, Support Technology Trainee Bus Drivers Truck Transportation,
Warehouse