

Education, Employment & Training Opportunities Weekly 02.08.2013

If you are interested in any of these opportunities, need help with a job application form or your CV, please contact us:

The Isle of Wight Council Participation Team
Choices Centre, 29 High Street, Newport
Monday – Thursday (9:30am - 12:30pm and 1:00pm – 4:30pm)
Friday (9:30am - 12:30pm and 1:00pm – 4:00pm)
Email: participationteam@iow.gov.uk
Website: www.iwight.com/Choices

For all the latest news and vacancies from the Participation Team follow us now:

www.facebook.com/ChoicesIW



VACANCIES ON GOV.UK

If you are interested in any of these vacancies or would like more information, visit: www.gov.uk
or telephone the Jobcentre Plus search helpline on 08456 060 234

LOCATION: COWES

Cleaner

Part time cleaner required 3 hours on a Friday twice monthly between 9am - 5pm, own car is essential. Previous experience is preferred but not essential. Duties to include vacuuming, mopping, dusting and any related tasks as required. £6.50 per hour, for further information please email: essentialcm@btinternet.com or to apply please visit www.gov.uk

LOCATION: NEWPORT

Sales Assistant

Claire's Accessories

As a sales assistant at Claire's, you will be responsible for supporting your Manager and Assistant Manager with the achievement of your store retail targets. You'll provide a friendly and efficient customer service, greeting all of our customers with a smile and making them feel welcome and at ease whilst shopping in the store. You're confident personality will mean that you will be happy to interact with our customers demonstrating our products and helping them with their choice. Your natural sales ability and product knowledge will ensure our customers have a fun and enjoyable shopping experience! You'll assist with processing store deliveries, visual merchandising, stock takes, markdowns, promotions and generally ensuring your store looks inviting to our customers. This vacancy starts on a basic 4 hour contract but you may be required to work up to 40 hours per week. Please pick up an application form in-store, Claire's Accessories, High Street, Newport!

Sales Assistant (Christmas)

Boots

Whether it is helping customers, serving on the tills, or restocking shelves, you'll deliver a first class shopping experience to all of our customers that will have them wanting to visit our store again and again. To apply, please visit www.gov.uk

Domestic Cleaner

Working hours will be 16 per week, days and times to be discussed. Must have previous experience of cleaning within a private domestic residence and enjoy cleaning. Must be reliable and be able to get to work on time. Duties include vacuuming, mopping, dusting, polishing, buffing, cleaning toilets, bathroom, kitchen, windows, a wood fire and all other related cleaning tasks within a Manor House. Electric cleaning equipment is provided to clean scrub, polish and a new Dyson vacuum is provided. All designated work is to be completed in the time allotted, so time management ability is critical. Some clerical duties will also be available. Character and work references will be required also a CRB check is required at your own expense. Immediate start following appropriate checks. (There is a bus stop directly outside the property). Apply by ringing 01983 526963.

LOCATION: SANDOWN

Part time Receptionist

Bayshore Hotel

Working in the reception area of the hotel you will report to the Head Receptionist and your main area of responsibility is assisting in the administration of the hotel and in the sales of hotel bedrooms to the public. You must have previous experience as a receptionist within a hotel, a confident telephone manner and highly customer services orientated. £6.25 per hour. To apply, please visit www.gov.uk

Housekeeper

Melville Hall Hotel

Temporary seasonal job. Applicant must be flexible and able to work mornings on week days and weekends. Experience is helpful. Hours will be approximately 20 per week, £6.50 per hour. Please apply in writing with cover letter and CV for the attention of Fran or Pam.

VACANCIES ON APPRENTICESHIPS ONLINE

www.apprenticeships.org.uk



Please visit the above website for further information on these vacancies and how to apply. Click on: Login to Apprenticeship Vacancies. You will need an e-mail address to register on this site.

LOCATION: BRIGHSTONE

Trainee Chef	Three Bishops Inn	Ref: VAC000270936
Hours: 30 per week	Wage: £79.50 per week	Closing Date: 16/08/2013

Your role will be to assist the Head Chef in food preparation using fresh local produce. Aside from assisting the chef and preparing food, there is much to be learned. As an apprentice chef, you will be taught various ways to prepare food. You will also learn how to use and properly care for kitchen materials and equipment. The chefs or managers will also give you much information about menu planning, food cost control, purchasing food supplies, determining portion sizes of food and how to use leftover food to diminish waste. Apprentice chef jobs will also have you learning much about restaurant sanitation and health rules on food.

Skills Required: You will learn how to work under pressure, stay calm during challenging situations and still be able to follow directions accurately. It's important for you to have good communication and interpersonal skills; being an apprentice chef will have you dealing with different kinds of people.

Qualifications Required: No formal qualifications required

Personal Qualities: To become successful as an apprentice chef, it's a must that you enjoy cooking and love preparing food. You should also maintain a high level of personal cleanliness and be able to keep your workspace clean as well. When you become an apprentice chef, you also need to be flexible in dealing with shifting work schedules; it's important that you arrive at work punctually.

LOCATION: COWES

IT Systems Administrator Apprentice	Yokogawa Marex Ltd	Ref: VAC000307736
Hours: 37 per week	Wage: £100 per week	Closing Date: 09/08/2013

Yokogawa Marex is looking to recruit an IT Systems Administrator Apprentice to work with and support the IT Engineer in the day-to-day administration and general IT maintenance tasks covering the companies IT infrastructure. The successful candidate must be able to demonstrate good attention to detail with the ability to work in structured and logical manner and to be able to follow pre-determined procedures and processes – a methodical approach to all work tasks. The following skills are desirable: Use of and a level of competence with Microsoft Office tools; awareness of various Microsoft Operating Systems; Database Management; awareness of networks.

Training to be Provided: Intermediate Level IT qualification

Skills Required: Must have extensive knowledge in IT systems and software, excellent social skills, good communication skills

Qualifications Required: No formal qualifications required, but must have good English and Maths

Personal Qualities: Confident, reliable, punctual, good team player, able to use own initiative, committed to learning and progression, clean and tidy

LOCATION: COWES

Business Administration Apprentice	Walth Web Services	Ref: VAC000307473
Hours: 35 per week	Wage: £105 per week	Closing Date: 09/08/2013
Duties include: <ul style="list-style-type: none">• Writing contents and creating newsletters• Make and maintain contact to media companies• Entering shop data into the shopping centre backend• Writing up contents and product descriptions• Filling portals with logical content• Preparing content to be multiplied in a special content spinning system• Writing special product descriptions• Writing articles for our own shopping and information magazine• Writing press releases and other contents whatever occurs Training to be Provided: Level 2 in Business Administration Skills Required: Excellent English skills, excellent communication skills, a keen interest in journalism, core knowledge of computers and Microsoft Office, ability to quickly adapt in the usage of new software Qualifications Required: 5 GCSEs preferably at Grade C or above, including Maths and English or equivalent Personal Qualities: Applicants will need to be reliable, trustworthy and driven. They must be organised, highly motivated with an eagerness to do well and have a keen eye for detail. We are looking for someone who can work methodically and does not get bored by sometimes repetitive input work. An artistic flair would also be appreciated when it comes to product descriptions and contents wording. A certain amount of flexibility is required as we are a fairly new company, but moving upwards fast – one day can be very different to the next. Reliability and good time keeping are important to us and above all a good sense of humour.		

LOCATION: EAST COWES

Apprentice Graphic Designer	Walth Web Services	Ref: VAC000305411
Hours: 35 per week	Wage: £105 per week	Closing Date: 11/08/2013
Duties will include: <ul style="list-style-type: none">• Work in psd• Work in InDesign• Work in video programmes and new programmes• Office administration Training to be Provided: Level 2 in IT Application Specialist Skills Required: Good eye for detail, creative design ideas, knowledge and experience in design programmes, ability to work within a team, ability to work within a given timeframe, capable of using own initiative Qualifications Required: 5 GCSEs or equivalent at C or above to include Maths, English and IT Personal Qualities: Applicants will need to be reliable, trustworthy and driven. They must also be organised and highly motivated with an eagerness to do well. They must have a keen eye for detail.		

LOCATION: EAST COWES

Software Programming Apprentice	Walth Web Services	Ref: VAC000305443
Hours: 35 per week	Wage: £105 per week	Closing Date: 11/08/2013
<p>Duties will include:</p> <ul style="list-style-type: none">• Programming in PHP• Office IT management• Programming special modules for online shop usage• Programming internal processing• In depth experience in Java Script• Detailed work in MySQL <p>Training to be Provided: Level 2 Diploma</p> <p>Skills Required: Excellent mathematical skills, excellent analytical skills, IT competencies, core knowledge of PHP, Java Script, MySQL</p> <p>Qualifications Required: 5 GCSEs or equivalent at C or above to include Maths, IT and English ideally</p> <p>Personal Qualities: Applicants will need to be reliable, trustworthy and driven. They must also be organised and highly motivated with an eagerness to do well. They must have a keen eye for detail.</p>		

Apprentice Care Assistant	Community Spirited	Ref: VAC000226462
Hours: 30 per week	Wage: £79.50 per week	Closing Date: 19/08/2013
<p>Working as part of a team the apprentice will be required to work in the community as a home help. This will include food preparation, light cleaning duties, and aiding with shopping when required.</p> <p>Training to be Provided: Level 2 Apprenticeship in Health & Social Care</p> <p>Skills Required: Patience, good listening skills, caring nature, flexibility with approach to work essential</p> <p>Qualifications Required: None as full training will be given</p> <p>Personal Qualities: Trustworthy, caring and enthusiastic person capable of working on own initiative and as part of a team</p>		

LOCATION: FRESHWATER

Hairdressing Apprentice	JoJo's Hair & Beauty Salon	Ref: VAC000296653
Hours: 35 per week	Wage: £92.75 per week	Closing Date: 18/08/2013
<p>Working in a busy and friendly salon in West Wight, your duties will start with customer service, washing/ shampooing hair and using conditioning treatments, keeping the salon clean and tidy, making drinks, booking appointments. You will then work towards progressing to some supervised cutting, styling, practice perming, foils and colouring</p> <p>Training to be Provided: Intermediate Apprenticeship in Hairdressing</p> <p>Skills Required: Time keeping skills, organisational skills, to be able to notice jobs that need doing, communication skills, IT skills, observational skills, to be able to follow and implement instructions, to be able to work as part of a team.</p> <p>Qualifications Required: No specific qualifications needed, although ideally a good standard of literacy and numeracy.</p> <p>Personal Qualities: Personable, friendly, helpful, willing to learn, motivated, fairly confident, smartly presented, team working skills.</p>		

LOCATION: FRESHWATER

Apprentice Medical Receptionist	Brookside Health Centre	Ref: VAC00307584
Hours: 35 per week	Wage: £100 per week	Closing Date: 22/08/2013
Duties to include: <ul style="list-style-type: none">• Deal with general enquiries and make follow up appointments• Deal with urgent non appointments in a non-disruptive manner• Enter requests for home visits and refer to duty doctor• Action repeat prescription requests• Advise patients of charges, accept payments and issue receipts• Man the Helpdesk dealing with requests, problems and booking of transport• Enter Patient information onto computer• Ensure that all correspondence regarding a patient is available to be seen at appointments with GP• Take responsibility for security of premises if first in or last to leave• To maintain the clinic computer system in an accurate manner		
Training to be Provided: Intermediate Apprenticeship in Business & Administration		
Skills Required: Able to adhere to strict confidentiality, able to work under pressure and as part of a team		
Qualifications Required: Good general secondary education, experience of working with the general public, IT literate		
Personal Qualities: Must be responsible, hard working, confident, smart appearance with a pleasant and professional manner		

LOCATION: ISLANDWIDE

Care Assistants	Care Watch	Ref: VAC000137444
Hours: 30 per week (variable)	Wage: £216 per week	Closing Date: 11/08/2013
<p>You will be required to work with individuals in their own homes supporting them with their daily living needs. In addition to supporting elderly people, Carewatch provides other support services to adults and children with learning/physical disabilities, those with mental health needs; informal carers, enabling them to take a break from their caring commitments; people with dementia, Alzheimer disease or other long-term illness or condition.</p>		
Training to be Provided: Diplomas Level 2 & 3 in Health & Social Care		
Skills Required: Compassionate, motivated, caring and understanding personality, patience with good listening skills		
Qualifications Required: Full training will be provided		
Personal Qualities: Trustworthy, friendly, reliable and respectful at all times		
Candidates need to be 18 or over due to the patients you will be required to work with. You will need to be a car driver and be able to work a regular shift pattern		

LOCATION: NEWCHURCH

Apprentice Hairdresser	Kings Hair & Beauty Barn	Ref: VAC000304981
Hours: 40 per week (Tues to Sat)	Wage: £107.20 per week	Closing Date: 07/08/2013

The successful candidate will be expected/trained to:

- Ensure the salon is tidy, clean and welcoming
- Provide excellent and attentive customer service
- Wash and blow dry hair
- Understand and promote a range of products
- Cut, Style, Colour and Perm etc.(after training)

Training to be provided: Intermediate Level 2 Apprenticeship

Skills Required: Polite, friendly, hardworking, responsible, dedicated to improvement, able to use own initiative and common sense

Qualifications Required: No Specific qualification requirements are necessary but a good standard of English and Maths would be desirable, as well as this some practical ability would be beneficial

Personal Qualities: Polite, good listener, be able to communicate well with customers, well presented, enthusiasm, willing to be instructed and a keen interest in Hairdressing

LOCATION: NEWPORT

Business Administration Assistant	Earl Mountbatten Hospice	Ref: VAC000305463
Hours: 37½ per week	Wage: £99.37 per week	Closing Date: 11/08/2013

General administrative work to include:

- Word processing of routine correspondence
- Receiving / making telephone calls; taking messages
- Filing / shredding / photocopying / faxing
- Database inputting / updating
- Compiling job information packs
- Processing applications / Arranging interviews
- Informing unsuccessful applicants

Training to be provided: Level 2 Apprenticeship in Business Administration

Skills Required: Excellent Literacy and Numeracy skills, ability to maintain confidentiality at all times, demonstrate a methodical approach to tasks, demonstrates attention to detail, ability to communicate clearly, good listener, ability to remain calm under pressure whilst working to tight deadlines

Qualifications Required: Essential – computer literate in word, excel, powerpoint, access and outlook. Desirable – computer literate in publisher. Ideally a good standard of English and Maths would be a distinct advantage

Personal Qualities: Discretion, diplomacy, tactful, work with sensitivity and self-awareness, has empathy with Hospice ethos

LOCATION: NEWPORT

Apprentice Warehouse / Wood Machinist	Moreys	Ref: VAC000310397
Hours: 40 per week, 7:30am to 4:30pm Monday to Friday	Wage: £106 per week	Closing Date: 16/08/2013
<p>Duties to include:</p> <ul style="list-style-type: none">• Assist with picking of orders• Utilising computer for stock control• Assisting on stock levels• Checking goods in• Working within timber mill to include machine setting and operations• General cleaning of the warehouse <p>Training to be provided: All on the job training will be delivered by employer and when candidate ready, external training in the use of wood cutting machinery and forklift truck license. Candidate will work to a Warehousing qualification at Level 2.</p> <p>Skills Required: Must have a good level of maths and be very numerate, good team player, must be a practical person.</p> <p>Qualifications Required: Maths at Level 2 preferably</p> <p>Personal Qualities: Reliable and punctual, willingness to learn, able to follow instructions effectively, good social skills, must be organised.</p> <p>You must be of a fit disposition to do this job as there will be some heavy work involved.</p>		

Motor Vehicle Apprentice	Stag Lane Motors	Ref: VAC000308346
Hours: 39 per week	Wage: £104.52 per week	Closing Date: 11/08/2013
<p>Duties to include:</p> <ul style="list-style-type: none">• Learning how to prepare vehicles for MOT• Servicing vehicles• Assist in mechanical repairs on cars, vans and HGV's• Adhering to Health and Safety• Keeping the workplace clean and tidy• Some police contracts (scene of crime work)• Keeping service records and completing job sheets <p>Training to be provided: Intermediate Apprenticeship in Motor Vehicle</p> <p>Skills Required: Willing to take and implement instructions, able to work as part of a small team, good communication skills, able to work to time frames, good practical ability</p> <p>Qualifications Required: Ideally grade C or above (or equivalent) in both English and Maths. Driving licence would be preferential but not essential. Although if a licence is held it is essential it is clean.</p> <p>Personal Qualities: Dedication, reliable, responsible, trustworthy, common sense, flexible</p>		

LOCATION: NEWPORT

Office Assistant	Lifeline Alarms Systems Ltd	Ref: VAC000310588
Hours: 8:30am to 5pm, Monday to Friday	Wage: £110 per week	Closing Date: 16/08/2013
<p>Lifeline Alarm Systems Ltd have a great opportunity for you to join the team. Your role and responsibilities will include producing company electronic documentation on behalf of management and administration team. Translate and compile into templates from notes, specifications, health and safety, and other company documentation using Word, Excel and Outlook. In addition compilation of all postal communications.</p> <p>Training to be provided: Level 2 NVQ Certificate in Business & Administration</p> <p>Skills Required: Working knowledge of Microsoft Word and Excel, Outlook or similar email application</p> <p>Qualifications Required: GCSE English, Maths, IT-Grades A-C or equivalent</p> <p>Personal Qualities: Reliability and attention to detail are key qualities, ability to work in a fast moving technical office environment, well organised</p>		

Apprentice Admin Assistant	Hose Rhodes Dickson	Ref: VAC000291517
Hours: 37½ per week	Wage: £112.50 per week	Closing Date: 10/08/2013
<p>You will provide support to the sales team within the branch and will help with the smooth running of the branch. You will be using computers and software packages such Word, Works, Excel and industry databases. You will answer incoming telephone calls, dealing with them appropriately and you will liaise with customers and with other organisations. From time to time you will be working with customers face to face.</p> <p>Training to be provided: NVQ level 2 in Business & Administration</p> <p>Skills Required: You will be confident in talking to new people and will have an excellent telephone manner. You will be organised and methodical and will have a high attention to detail.</p> <p>Qualifications Required: You will need to have a good level of numeracy and literacy and therefore Maths and English GCSE's at Grade A-C (or equivalent qualifications) are essential. The ability to drive is not essential for this role but may be advantageous for future career development.</p> <p>Personal Qualities: A smart appearance is essential within this type of work.</p>		

LOCATION: RYDE

Apprentice Care Assistant	Highfield Home Nursing Home	Ref: VAC000304555
Hours: 30 per week over 5 days	Wage: £79.50 per week	Closing Date: 25/08/2013
<p>Working as part of a team the candidate will be expected to share with other staff to meet the personal care needs of residents in a way that respects the dignity of the individual and promotes independence, security and civil rights. To help in the care of the residents physical environment and in the general day to day activities of the home. To observe physical and psychological health of the residents and report changes to the nurse in charge.</p> <p>Training to be provided: Diploma in Health & Social Care Level 2</p> <p>Skills Required: To be able to document individual care given to allocated residents. TO actively participate in staff and residents meetings. To be able to welcome visitors into the home and assist as required</p> <p>Qualifications Required: None as full training will be provided</p> <p>Personal Qualities: Good planning and organising skills, caring, positive attitude, good communication skills and a willingness to learn</p>		

LOCATION: RYDE

Business Administration Apprentice	Spear Recruitment Ltd	Ref: VAC000308769
Hours: 35 per week	Wage: £94.50 per week	Closing Date: 16/08/2013

This is an administrative role with a recruitment twist; You will be working to support the director.

Daily Duties:

- Converting Word CV's to PDF
- Reporting/Data Input Excel
- Taking telephone calls and enquiries communicating with clients and candidates;
- Advertising jobs on job boards
- Writing up of CV profiles
- General Administrative duties to include data entry

Training to be provided: Intermediate level Apprenticeship in Business and Administration

Skills Required: We are seeking to recruit an individual with an excellent work ethic. To succeed, you must be hard working and eager to learn, driven and ambitious. As the role progresses it requires a lot of time on the phone, confident individuals who have a natural ability to build relationships with others tend to thrive in this industry. The ability to maintain professional conduct. Excellent communication skills (in particular, telephone manner) Good knowledge of Microsoft Office (Excel, Word, Internet Explorer). Excellent time management skills and ability to work on own initiative.

Qualifications Required: A good level of achievement in GCSE's or A levels or equivalent will be a distinct advantage due to the high level of communication skills required for the role but not essential if applicants feel they meet some of the criteria for the role.

Personal Qualities: Friendly and of smart personal appearance. Someone who is reliable with the ability and willingness to learn will be an important element.

Kitchen Assistant	Vine Inn	Ref: VAC000306756
Hours: 35 per week, 11am to 2:30pm and 5:30pm to 9:30pm over 5 days	Wage: £92.75 per week	Closing Date: 09/08/2013

Duties to include:

- Cleaning kitchen equipment and surface areas etc
- Preparation of salads and foods
- Preparing hot and cold sandwiches and baguettes
- Plating up for service
- Closing down the kitchen
- Completion of relevant kitchen documentation

Training to be provided: One to one training will be delivered by one of the two chefs on all aspects of the job role

Skills Required: Must have had some experience of working in a kitchen, able to work under pressure, ability to use own initiative

Qualifications Required: No formal qualifications required but would be desirable for you to hold a Food Hygiene Certificate

Personal Qualities: Must have a keen interest in cooking, sociable and friendly, able to follow instructions, hardworking, clean and tidy, committed to learning, punctual and reliable

LOCATION: RYDE

Warehousing Apprenticeship	Liz Earle Cosmetics Limited	Ref: VAC000309190
Hours: 37½ hours per week	Wage: £245.62 per week	Closing Date: 09/08/2013
<p>Duties to include:</p> <ol style="list-style-type: none"> 1. To receive deliveries by loading and unloading stock and storing correctly using both manual and software packages and processes. 2. To pick/pack & despatch all customer orders in a timely and safe manner adhering to on time, in full, error free at all times. 3. To be responsible for completion and prompt submission of all related paperwork and the provision of other information as requested. 4. To develop productive working relationships with colleagues. 5. To communicate effectively with colleagues, managers and other departments. 6. To be able to deal effectively and efficiently with queries and correspondence. 7. To ensure accuracy in all paperwork & documentation. 8. Liaise with Quality Control team so as to ensure that all related deliveries meet Quality Control inspection standards prior to storage. 9. To be flexible by carrying out work in other areas of the Warehouse team as and when required. 10. To ensure that all relevant Health and Safety procedures are implemented and fully adhered to. <p>Training to be provided: NVQ in Warehousing and Storage</p> <p>Skills Required: Good verbal communication and listening skills, ability to follow instructions and organise yourself to complete tasks fully and on time, ability to use initiative to think through problems to find solutions, literate with good written communication skills, ability to check for accuracy and give attention to detail, good team work, PC literate, reliable, flexible & adaptable</p> <p>Qualifications Required: Good level of Maths & English</p> <p>Personal Qualities: Ability to use initiative, calm under pressure, motivated, good personal organisation, team worker, motivated and committed to pursuing & developing a career in warehouse operations, motivated to achieve targets, goals & objectives, desire to work towards the educational qualifications as needed for the role</p>		

Apprentice Chef	Café Coco	Ref: VAC000223081
Hours: 30 per week	Wage: £79.50 per week	Closing Date: 16/08/2013
<p>You will be responsible for food safety & hygiene. You will be preparing and cooking foods from breakfasts to bistro type main meals. You will be expected to keep your work area tidy and will be expected to help in keeping the kitchen as a clean and safe working environment. As this is a small establishment you will be involved in interacting with the customers and will on occasion be taking orders from the customers and delivering the food to their table.</p> <p>Training to be provided: Intermediate apprenticeship in Food production</p> <p>Skills Required: Good Communication skills. You must be able to work as part of a small team and be able to listen, take and follow instruction from the senior team members and chef.</p> <p>Qualifications Required: Some cooking experience required - full training given.</p> <p>Personal Qualities: You must be an enthusiastic individual willing to go the extra mile, have a genuine desire to learn about food production and appreciate that there a great many skills to be learned in order to become a chef.</p>		

LOCATION: RYDE

Childcare Apprentice	Chatterbox Day Nursery	Ref: VAC000311201
Hours: 40 per week	Wage: £106 per week	Closing Date: 30/08/2013
<p>The role will involve the following daily tasks and activities centred around the needs of the children- You will be supporting the day to day care of children aged 0-11 years. The ability to work in a team is essential. We are looking for nursery staff who will be working as part of the team. You must be eager, enthusiastic, and motivated to learn new skills.</p> <p>Daily tasks will involve the following –</p> <ul style="list-style-type: none">• To organise activities and opportunities that extend learning• To work and support the development of children within the EYFS framework• To manage children's behaviour and routines in line with the settings' policies and guidelines• To work in partnership with partners and carers at all times• To work within the settings health and safety guidelines and undertake specific tasks related to the safety and hygiene of the children and the nursery school• To work within the settings child protection procedures• To work within the settings equal opportunities policy• To share tasks necessary as part of the general upkeep, tidiness, and cleanliness of the nursery school and which contribute to the general well-being of the team• To participate in outings and trips and be aware of additional responsibilities for the children's safety that these necessitate <p>Training to be provided: The successful candidate will work towards gaining the Children and Young Person's Workforce Diploma Level 3(QCF).</p> <p>Skills Required: The ability to relate well to children and to be able to work effectively in a team.</p> <p>Qualifications Required: GCSE English and Maths at Grade C or above (or equivalent)</p> <p>Personal Qualities: The candidate will be someone who has a strong desire to work with children. They must be happy and have an outgoing personality.</p>		

Apprentice Chef	Gaynor Lavery	Ref: VAC000311397
Hours: 30 per week	Wage: £79.50 per week	Closing Date: 23/08/2013
<p>Daily duties will be assisting within the kitchen and assisting with food preparation. You will be dealing with all hygiene and cleaning related duties, including health and safety within the kitchen area. This apprenticeship is ideal for someone who is looking for their first step on the ladder in the Catering /Hospitality trade. You will learn to and be involved in all aspects of cooking and cleaning, Daily and weekly upkeep of all logs and check sheets in the kitchen.</p> <p>Training to be provided: Intermediate Level Apprenticeship in Food Production & Cooking</p> <p>Skills Required: Enthusiastic and willing to learn. Committed and hardworking. A good team player who is flexible in approach, in order to meet the demands of the business. Must have some experience of cooking.</p> <p>Qualifications Required: No formal qualifications required full training will be provided.</p> <p>Personal Qualities: Reliable and with a good work ethic combined with consideration for colleagues is more important. The employer welcomes applications from individuals who are passionate about catering and friendly enough to let their own personality shine through.</p>		

LOCATION: SANDOWN

Warehouse Apprentice	Howdens Joinery	Ref: VAC000308930
Hours: 40 per week, 8am to 5pm	Wage: £106 per week	Closing Date: 15/08/2013
<p>Duties to include:</p> <ul style="list-style-type: none"> • To unload and check accuracy of all incoming stock supplier deliveries in line with the Health & Safety off loading procedures and company policy • To carry out daily checks on the forklift truck and other mechanical equipment in accordance with Health & Safety Policy. To report all defects to the Depot Manager • Maintain high level of security in accordance with company policy. Carry out the required security checks on all outgoing orders and deliveries, whilst adhering to Health & Safety Regulations and stock management guidelines. • To deal with returns from customers in a courteous, professional and knowledgeable way • To carry out daily/weekly stock checks, according to procedure, to ensure an accurate computer stock file • To understand and comply with company policy regarding damage controls and replacement part ordering • Maintain general house keeping duties within the warehouse, stock rotation and product group, cleanliness and tidiness in line with Company safety standards and expectations • To participate as an effective and willing team member to achieve individual and team goals • To ensure a safe and comfortable environment is maintained for customers and employees within the store. Ensure compliance with Health & Safety Regulations • To assist with any other reasonable request in order to fulfil the requirements of the business and smooth operation of the depot <p>Training to be provided: NVQ Level 2 Customer Service</p> <p>Skills Required: Ability to work on own initiative, ability to meet tight deadlines, ability to communicate effectively with customers and colleagues, ability to pay attention to detail</p> <p>Qualifications Required: No formal qualifications required, just a genuine interest in the area and a passion to succeed.</p> <p>Personal Qualities: Organised and committed approach, with positive attitude to approach.</p>		

Apprentice Sales Agents	Wave Office Supplies Ltd	Ref: VAC000299936
Hours: 30 per week, initially	Wage: £79.50 per week	Closing Date: 23/08/2013
<p>You will be part of a new telephone business sales team making calls to businesses throughout the UK to sell our goods and services. The job is initially to create a new customer base for yourself, then to manage the accounts to maximise sales by growth in volume and product offering. Manageable targets are set monthly with a view to helping you grow your business effectively and quickly.</p> <p>Training to be provided: Level 2 Diploma in Sales and Telesales</p> <p>Skills Required: Excellent communication skills, excellent time keeping skills, strong desire to learn, the ability to work hard, the ability to work in a team, the ability to respond positively to targets</p> <p>Qualifications Required: Maths and English at GCSE Grade C or above would be desirable</p> <p>Personal Qualities: You will have a positive outlook to life with a friendly disposition and a willingness to learn and work hard. You will have a desire to 'improve on last month'.</p> <p>Due to planned expansion of the sales department, successful staff will have opportunities to take up more senior roles including team leaders, customer services and training roles.</p>		

LOCATION: SHANKLIN

Apprentice Care Assistant	Greyfriars	Ref: VAC000178188
Hours: 30 per week, over 5 days	Wage: £120 per week	Closing Date: 11/08/2013
<p>Working as part of a team the apprentice will be required to deal with all personal care needs of the clients, including washing, dressing, bathing/showering, feeding and drinking. To get involved with daily activities and ensure the welfare of the residents at all times. The right person must be able to work in a close team and be flexible with approach to working in a demanding and challenging but highly satisfying environment.</p> <p>Training to be provided: Diploma level 2 in Health & Social Care qualification.</p> <p>Skills Required: Patience, good listening skills, caring nature. Flexibility with approach to work.</p> <p>Qualifications Required: None as full training will be provided.</p> <p>Personal Qualities: Trustworthy, caring and enthusiastic person capable of working on own initiative and as part of a team.</p>		

LOCATION: TOTLAND BAY

Apprentice Care Assistant	Down House	Ref: VAC000172109
Hours: 30 per week, over 5 days	Wage: £79.50 per week	Closing Date: 11/08/2013
<p>Working as part of a team the apprentice will be required to deal with all personal care needs of the clients, including washing, dressing, bathing/showering, feeding and drinking. To get involved with daily activities and ensure the welfare of the residents at all times. The right person must be able to work in a close team, and be flexible with approach to working in a demanding and challenging but highly satisfying environment.</p> <p>Training to be provided: Level 2 Diploma in Health & Social Care</p> <p>Skills Required: Patience, good listening skills, kind caring nature, flexibility with approach to work</p> <p>Personal Qualities: Trustworthy, caring and enthusiastic person, capable of working as part of a dedicated team</p>		

LOCATION: VENTNOR

Retail Assistant	At Sarah's House	Ref: VAC000306843
Hours: 40 per week	Wage: £106 per week	Closing Date: 09/08/2013
<p>Sarah has recently expanded her business, At Sarah's House to provide a Tea Room/Coffee Shop/Boulangerie, next door to her established retail shop. You will become an active member of a small team, typically undertaking the following duties:</p> <ul style="list-style-type: none">• Assist in the day-to-day running of the coffee shop• Assist with the round the kitchen table baking classes• Provide a positive impression of yourself to customers• Deal with customers in a positive and polite way• Communicate effectively with customers• Take payments through the POS system• Be able to follow instructions & work to Health & Safety legislation <p>Training to be provided: Intermediate Apprenticeship in Customer Services</p> <p>Skills Required: To be a team player, be able to follow and implement instructions, show a willingness to learn and be trained, provide excellent customer service</p> <p>Qualifications Required: No formal qualifications required, however good literacy and numeracy would be beneficial</p> <p>Personal Qualities: A good communicator, have a methodical and orderly approach to work, be polite, courteous and motivated, be smartly dressed, flexible and punctual</p>		

LOCATION: YARMOUTH

Trainee Chef	The Bugle Inn	Ref: VAC000280813
Hours: 30 - 40 per week	Wage: £106 per week	Closing Date: 16/08/2013
Duties to include: <ul style="list-style-type: none">• Preparation of fresh produce such as salads, vegetables, fish and meat.• Cooking fresh produced in line with menus• using various kitchen equipment in the kitchen after training• General cleaning of work areas after service• Stock control• Recording of information on kitchen documentation Training to be provided: All training on the job will be delivered by the Head Chef on all aspects of the job role. Work based learning Professional Cookery delivered in the work place. Skills Required: Must have some kitchen experience, the ability to follow instructions effectively, a flair for cooking, good team player Qualifications Required: No formal qualifications required Personal Qualities: Must be clean and tidy, flexible, able to work under pressure, reliable and punctual, committed and hardworking.		

TRAINEESHIPS

Traineeships x4

Warehouse, Retail & Assisting Delivery Driver, possibly some internet sales

2 positions in each based in Lake and Newport. This opportunity will include weekly work experience with the number of hours per week to be agreed with the provider. The work experience will attract a training allowance payable at £2.65 per hour.

For further information or to complete a referral form, call into Choices, 29 High Street, Newport with your CV or telephone 525927.

Closing Date: 12th August 2013

Traineeships x5

Growing & Picking in a hot-house environment, will include some repetitive tasks. Strong job prospects at the end of the Traineeship. This opportunity will include weekly work experience with the number of hours per week to be agreed with the provider. The work experience will attract a training allowance payable at £2.65 per hour.

For further information or to complete a referral form, call into Choices, 29 High Street, Newport with your CV or telephone 525927.

Closing Date: 12th August 2013

YOUNG VOLUNTEERS



Support your community

16-18 year olds

Help others

**Gain confidence, skills and
experience**

**Volunteer as much or as little as you
want**

Will not affect benefits

**Contact The Participation Team
Choices Centre:**

Phone: 525927 or just drop in!

participationteam@iow.gov.uk

29 High Street, Newport, PO30 1SS

VACANCIES TAKEN FROM THE ISLE OF WIGHT COUNTY PRESS



LOCATION: ISLANDWIDE

Care / Support Workers	Milford Del	Ref: County Press
<p>Milford Del are continuing to grow and expand, with a dedicated staff team delivering excellent care and support to a wide range of service users. We now have opportunities for like-minded individuals to join our successful team.</p> <p>About you:</p> <ul style="list-style-type: none"> • Caring and honest with a desire to help others. • Driver with access to a car as some calls not on bus routes. • Flexible as evening and weekends are required • NVQ qualified – this is desirable but not essential as training is provided <p>What we offer:</p> <ul style="list-style-type: none"> • Templated shifts - this offers continuity to both you and the service user • Block shifts – to reduce mileage • Mileage allowance • Ongoing training and support – keeping skills current • 100% satisfaction of helping others <p>If you are interested in making a difference to people's lives and are ready for a challenge, then please call 01983 866055 for an informal chat and an application form, or alternatively, visit our website at www.milforddel.co.uk where you can apply online.</p>		

LOCATION: NEWPORT

Trainee Sales Technician	Heatstar	Ref: County Press
<p>A full time position has arisen to join our sales team, to be actively involved in all aspects of sales, quotations and product support. The successful applicant will be an excellent communicator and be able to demonstrate high levels of self-motivation, achievement and commitment. Full training will be given. Attractive rates of pay, bonus scheme and the opportunity to progress through the company. Please send your CV, together with a brief covering letter to: Mr J Venables, HS Europe Ltd, Dodnor Park, Newport, Isle of Wight, PO30 5XB. Closing date for applications: 9th August</p>		

Various Positions	Deli-style Food Outlet	Ref: County Press
<p>No experience necessary, full training will be given. Successful applicants will be willing, presentable and show good communication skills. Interviews will be mid August with start date in Autumn 2013. For an application form email: seafoodcorner@outlook.com</p>		

LOCATION: RYDE

Customer Advisors	Pavers Shoes	Ref: County Press
We are looking to recruit for our exciting new concession opening at the end of September in Busy Bees Garden Centre. 8 to 16 hours per week. We are interested in individuals who enjoy the challenge of the retail environment, want a rewarding career, have a passion for customer service and have strong communication and organisation skills. For further details and to apply please go to: www.paversjobs.co.uk or send in a covering letter and CV to HR team, Pavers Ltd, Catherine House, Northminster Business Park, York, YO26 6QU.		

Customer Service / Food Preparation	French Franks	Ref: County Press
Applicants need to be smart in appearance, have good communication skills and be able to thrive in a busy and pressurised environment. You should be passionate about great food and service, some relevant experience would be an advantage. 5 shifts of 6-8 hours per week, to include one weekend day. The site operates from 7:30am to 5:15pm. Applications only by email please to jobs@frenchfranks.co.uk Apologies but we will only contact you if shortlisted.		

Cleaner	Ref: County Press
Required for holiday home on Saturday mornings. Telephone 01983 811012.	

LOCATION: SANDOWN

Chefs / Experienced KP's	The Ocean Deck Inn	Ref: County Press
Required in a very busy kitchen, must have previous restaurant experience. Apply for interview, Jamie on 01983 403960.		

Waiting Staff	Trouville Hotel	Ref: County Press
We are currently seeking experienced full time waiting staff for our busy hotel restaurant. Includes split shifts and weekend work. Please apply to: Trouville Hotel, Esplanade, Sandown or email CV to: manager@trouvillehotel.co.uk		

LOCATION: SHANKLIN

Full-time Waiting Staff	Bourne Hall Country House Hotel	Ref: County Press
Previous experience desirable, must be available to work evenings and weekends. Please send CV to info@bournehallhotel.co.uk		

Part-time Waiting Staff	The Thatch Tea Shop	Ref: County Press
Happy disposition, used to working in a busy environment. Must be over 18. Contact 07843 283933.		

LOCATION: TOTLAND

Seasonal Staff	Highdown Inn	Ref: County Press
Required for all departments. Phone Jess or Susan on 01983 752450 for an interview.		

LOCATION: VENTNOR

Hill Side	Ref: County Press
We are looking forward to expanding our ambitious team within our hotel, apartments, restaurant and bistro. Roles as Chef, front of house, general assistant, kitchen porter, chamber mate are available with fixed or flexible weekly hours. If you are dedicated and can make a difference, please clarify in an email and attach your CV with code CP813 indicating the role of interest to team@hillsideventnor.co.uk before 15 th August.	

LOCATION: WEST WIGHT

West Wight Childrens Home	Ref: County Press
Require an enthusiastic person to join our team, working with three young people who have emotional difficulties. We offer a good salary and full training including NVQ 3. The successful applicant will have a full driving licence and be able to work shifts. Experience of working with young people would be an advantage but is not essential. Please contact Sarah on 07850 33571 or email for an application form, spage-bbh@hotmail.co.uk	

LOCATION: WOOTTON

Cleaners	Nviro	Ref: County Press
A fantastic opportunity has arisen for a number of part time cleaning positions at Wootton Primary School. Working 12½ hours per week between 4pm to 6:30pm, Monday to Friday, you will be responsible for providing daily cleaning services to the school. Nviro is offering an hourly rate of £6.19 per hour and you will have the benefit of working for a reliable, caring and responsible employer. To apply for the role, please send your CV to: cleaning@nviro.co.uk . Previous applicants need not apply.		

Bar / Kitchen	The Cedars	Ref: County Press
We require a person prepared to work bar and kitchen shifts. Part-time / permanent position. Call in and pick up an application form, The Cedars, Wootton Bridge.		

New Traineeships!

16-18 Year Olds

MAKE THE

SMART CHOICE.

Our new programme will get your career off to a great start!

An alternative option to school past 16!

If you started Year 11 in September 2012, you will need to continue in education or training until at least the end of the school year in which you turn 17. If you are in Year 10 or below, you will need to continue until at least your 18th birthday.

Traineeships is one of the options available to you this is a new programme for young people who want to work, but you may need extra help to gain an apprenticeship or job

Traineeships will give you the opportunity to develop the skills and workplace experience that employers require

smart training and recruitment

SMART TRAINEESHIP

If you are interested in getting great work experience whilst learning through school:

Tel: 0330 088 0888

E-mail: info@smarttar.co.uk

Web: www.smarttar.co.uk



find us on facebook



follow us on Twitter





Office 2 Sandown Business centre, College Close Sandown, Isle of Wight, Po36 8EB
www.wirfoundation.org.uk office (01983) 403447

WIR Foundation

WIR Foundation has been set up as a truly barrier breaking project by volunteers with a passion for learning and helping people reach their full potential from the Isle of Wight.

This type of training has first been used by our colleges it was the first organisation in the North West and one of the first in the UK to use radio broadcasting techniques to increase confidence, help students on to further education or help them into the workplace and offer to enable people of all ages, all disabilities and all abilities to learn and work together.

The courses we are going to provide:

1 - First Steps in Radio Broadcasting • Entry levels 1 & 2 Guided Learning Hours = 40

Basic use of radio equipment - mixing desk, microphone, CD players, double CD players, MP3, OTS DJ program, Cool Edit Pro editing program, create an advert or jingle, basic Health and Safety, studio rules, selecting equipment, describing the task, short music show demo, project to be recorded on computer and onto CD.
2-3 recorded pieces

2 - Media Techniques in Radio • Entry level 3 & Levels 1 & 2 Guided Learning Hours = 76 - 84

Use of equipment (if not already known) including MiniDisc player and tape deck for L2, sound recording, reasons for recording, interview skills, sound editing using Cool Edit Pro, advertising standards, composing adverts that fulfil these (and one that breaks rules), radio journalism, radio dramas, working roles and relationships, different types of communication used in radio, planning and recording a short radio show, working as a team to plan and produce an hour-long radio show, OFCOM rules and regulations, Studio Health and Safety rules.
At least 6 recorded pieces

**For more information and full details please
call the WIR Foundation on
(01983) 403447**

MILITARY PREPARATION COLLEGE

www.mpct.co.uk

Have you thought about a career in the Armed Forces or Public Services?

Or do you need to simply get back on track with your life?

If yes, please call the IOW MPC staff directly on 07891976941 to book your place with us in Ryde.

Places Available NOW!



CALL 08442 438438 TODAY!



Book Your Place TODAY!

Get a HEAD START!

1,600 ARMED FORCES ENLISTMENTS
By Failing to Prepare, You are Preparing to Fail...



Professional Cookery • Nail Technology • Childcare • Fitness Training • Health and Social Care • Hospitality
Business Administration • ICT • Customer Service • Retail • Cleaning Services • Sales • Management

Exam results due? Talk to HTP Training

We've got great options for your career!

Get qualified advice and guidance from one of Britain's top training providers

Pathway Courses

We'll help you get ready for an Apprenticeship.
We offer many full time courses in Newport
some with work experience!

Traineeships

A substantial work placement with vocational
skills training, as well as support to improve
your English and maths.

Apprenticeships

Already know what you want to do?
We can help you find a placement.
Get paid as you train in the workplace.

Call us now or drop in to our **Skills Centre** at Little London in Newport – we're here to help you!



htptraining @htptraining

For more information call:
01983 824930
www.htptraining.com



DROP IN SESSIONS AT THE CHOICES CENTRE

Insights will be available during 'drop in' sessions at the Choices Centre, High Street, Newport for you to find out about training / course opportunities. Call in on **Wednesday afternoon** from 1pm to 2pm.

MPCT will be available during 'drop in' sessions at the Choices Centre, High Street, Newport for you to find out about training / course opportunities. Call in on **Thursday afternoon** from 2pm to 3pm.

The Participation Team is part of the Isle of Wight Council and reproduces this list of locally available jobs from external sources that have advertised the same within the previous 7 days. The Council cannot verify or warranty any terms of condition offered by the external employers and have no affiliation or association with these employers. The Council accepts no liability however arising from any damage or loss suffered as a result of these adverts or any reliance placed upon them. Further information should be sought direct from the employers using the contact details provided above.