

Education, Employment & Training Opportunities Weekly 09.08.2013

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: NEWPORT

Business Hub Business Administrator

Responsibilities, activities and duties of the job holder will include: Undertake administrative duties relating to area of work as required, maintain accurate filing system for area of work, respond to queries relating to area of work and redirecting where required.

The role holder once in post will be in matched to a job description a sample list is attached below.

The post is rotational so the job holder could during their career carry out the role of different job descriptions: Support Services Administration Business Hub, support Services Administration Records and support Services Administration Visits Booking. For more information go to

www.gov.uk

LOCATION: NEWPORT

Customer Service Assistant

SCATS Country stores, a division of Mole Valley Farmers Ltd, are the UK's largest rural retailer of goods and services to farmers and the general public. We are a progressive and diverse business with an annual turnover exceeding £350m, employing over 1,800 employees. We require two enthusiastic and motivated individuals dedicated to delivering the highest levels of customer service to join our busy sales team in part time Customer Service Assistant roles;

- Customer Service Assistant (Sales) - 20 hours per week
- Customer Service Assistant (Sales) - 29.5 hours per week

The main duties of these roles includes, general cashier duties, stock replenishment, visual merchandising and responding to all customers queries.

Due to the nature of products and role, these positions will involve regular lifting.

In return we can offer a competitive salary and benefits package to include:

- 25 days holiday per year plus bank holidays
- Pension scheme
- Staff discount

For more information email newport@scatscountrystores.co.uk or go to www.gov.uk

LOCATION: RYDE

Cleaner

MITIE Managed Services are looking to recruit an Evening Cleaning Operative for Ryde on the Isle of Wight. Hours of work will be Monday to Friday 5.00pm to 7.00pm with an hourly rate of pay of £7.00 per hour. Duties to include, vacuuming, dusting, emptying of bins, cleaning of toilet and kitchen facilities along with any other associated cleaning tasks. To apply please contact Jan Rogers on 07979 847303. For more information go to www.gov.uk

LOCATION: SHANKLIN

Housekeeper

A housekeeper needed to work as part of our small team maintaining our excellent standards of cleanliness. This position does not involve weekend work or split shifts. The hours are: 8.30am to 3.30pm four days per week. Part-time, £6.50 per hour. For more information go to www.gov.uk

Amusement Assistant

Hardworking Individual required working in a busy Amusement Centre environment within an established Holiday Park brand. No experience required as full training will be given, however applicants should possess excellent customer service skills and be committed to delivering high standards and an excellent guest experience. Duties to include; Cleaning of amusement equipment, replenishment of stock, customer service and interaction. Further duties will be explained upon training. Hours will be on a rota basis and shifts will be typically 8 hours over the hours of 9am to Midnight and will be five days out of seven including weekends. For more information go to www.gov.uk

LOCATION: VENTNOR

Cleaner

Previous experience would be useful, but not essential. Must be able to work on own initiative and to a high standard. Will be working a variety of hours per week which will vary depending on the time of year and will involve short shifts during the day. Times between 11:00am - 3:00pm. Must be available to work weekends and bank holidays as required. Part-time, £7.45 per hour. For more information call 01983842031 or email anncordery@gmail.com or go to www.gov.uk

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: BEMBRIDGE

Apprentice Sales Provider	Sandhills Holiday Park	Ref: VAC000298611
Hours: 30 per week	Wage: £79.50 per week	Closing Date: 16/08/2013

As an apprentice Sales Advisor for Sandhills Holiday Park you will be meeting and greeting the customers who come to the holiday park and dealing with all enquires to buy and to let the caravans, you will be making phone calls to generate new appointments for the sale and letting of the caravans and you will also be assisting to market the business via the internet

Training Required: Full company Induction, On-going on the job training alongside assessment and support throughout the intermediate level apprenticeship in Sales, technical certificate, ERR and Functional skills in English and Maths delivered in the workplace by the learning provider.

Skills Required: Good Communication Skills with the ability to work as part of a team and on your own initiative as well. Happy to talk to people and genuinely interested in helping to satisfy customer requirements.

Qualifications Required: No formal qualifications required the apprentice to be mentored by the proprietor and given on the job training this will be supported by the apprenticeship in Sales.

Personal Qualities: Confident and friendly with a clean and smart appearance.

LOCATION: BEMBRIDGE

Front of House Apprentice	The Village Inn	Ref: VAC000283147
Hours: 30 per week between 11am and 12 midnight, 6 days per week	Wage: £79.50 per week	Closing Date: 16/08/2013
<p>Take customer orders at the table, service orders to the table, give excellent customer service, clearing and re-laying of tables, serving alcoholic beverages at the table and any other required duties.</p> <p>Training Required: Full training to be delivered on the job by General Manager on all aspects of the job role.</p> <p>Skills Required: Must have excellent customer service skills, good team player, the ability to use own initiative and to be responsible.</p> <p>Qualifications Required: No formal qualifications required.</p> <p>Personal Qualities: Must be confident, self-motivated, well presented, clean and smart, friendly and sociable and eager to learn.</p>		

LOCATION: BRIGHSTONE

Trainee Chef	Three Bishops Inn	Ref: VAC000270936
Hours: 30 per week	Wage: £79.50 per week	Closing Date: 16/08/2013
<p>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.</p> <p>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.</p> <p>Qualifications Required: No formal qualifications required</p> <p>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.</p>		

LOCATION: COWES

Apprentice Chef	Mojac's	Ref: VAC000301582
Hours: 35 hours, 5 days per week, split shifts	Wage: £92.75 per week	Closing Date: 16/08/2013
<p>This is a great opportunity to learn about cooking with fresh local produce and start working in all areas of a small busy kitchen. You will be trained in all areas of the kitchen to include food prep & maintaining the cleanliness and hygiene of the kitchen.</p> <p>Training to be Provided: Full company induction, on-going training alongside a level 2 Industry recognised Apprenticeship qualification.</p> <p>Skills Required: A creative flair with a passion for good food and some kitchen experience.</p> <p>Qualifications Required: No formal qualifications required but any Hospitality or Catering qualifications or experience would be beneficial.</p> <p>Personal Qualities: Reliable, flexible team player who can show commitment and clean and tidy.</p>		

LOCATION: COWES

Hospitality Services Assistant	New Holmwood Hotel	Ref: VAC000287315
Hours: 30 per week, between 11am and 10pm, 5 days per week	Wage: £79.50 per week	Closing Date: 16/08/2013

You will have the opportunity to learn several aspects of working in a Hotel and will work in various departments which will give you a good insight into the Hospitality Industry. This will include covering reception, serving customers to food and drink in the lounge area and some housekeeping reporting to the duty manager.

Training to be Provided: Full company induction, on the job training in all aspects of the job role. The Apprenticeship at intermediate level in Hospitality and catering to be delivered in the workplace by the learning provider.

Skills Required: Must have excellent customer service skills, be a good team player and have an excellent telephone manner

Qualifications Required: No formal qualifications required, good interpersonal skills and fully committed to personal development.

Personal Qualities: Must be clean and presentable, sociable and friendly, committed to learning, have a keen interest in working in Hospitality, reliable and punctual and must be confident and polite at all times.

LOCATION: EAST COWES

Apprentice Care Assistant	Community Spirited	Ref: VAC000226462
Hours: 30 per week	Wage: £79.50 per week	Closing Date: 19/08/2013

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.

Training to be Provided: Level 2 Apprenticeship in Health & Social Care

Skills Required: Patience, good listening skills, caring nature, flexibility with approach to work essential

Qualifications Required: None as full training will be given

Personal Qualities: Trustworthy, caring and enthusiastic person capable of working on own initiative and as part of a team.

Hairdressing Apprentice	JoJo's Hair & Beauty Salon	Ref: VAC000296653
Hours: 35 per week	Wage: £92.75 per week	Closing Date: 18/08/2013

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

Training to be Provided: Intermediate Apprenticeship in Hairdressing

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.

Qualifications Required: No specific qualifications needed, although ideally a good standard of literacy and numeracy.

Personal Qualities: Personable, friendly, helpful, willing to learn, motivated, fairly confident, smartly presented, team working skills.

LOCATION: FRESHWATER

Apprentice Medical Receptionist	Brookside Health Centre	Ref: VAC00307584
Hours: 35 per week	Wage: £100 per week	Closing Date: 22/08/2013
<p>Duties to include:</p> <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 <p>Training to be Provided: Intermediate Apprenticeship in Business & Administration</p> <p>Skills Required: Able to adhere to strict confidentiality, able to work under pressure and as part of a team</p> <p>Qualifications Required: Good general secondary education, experience of working with the general public, IT literate</p> <p>Personal Qualities: Must be responsible, hard working, confident, smart appearance with a pleasant and professional manner.</p>		

LOCATION: NEWPORT

Publications Relations Apprentice – Press and Social Media	Walth Web Services	Ref: VAC000312158
Hours: 33 per week, Monday – Friday incl day release	Wage: £105.00 per week	Closing Date: 21/08/2013
<p>Duties include: - Writing contents and creating newsletters, keeping contact with the media companies, writing press and multi-media articles, taking part in fairs and exhibitions, 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, creating new marketing strategies with our team, writing articles for our own shopping and information magazine, writing press releases and other contents for whatever occurs, helping in the office with any work if needed and general admin duties.</p> <p>Training to be provided: QCF Intermediate Level 2 in Business Administration, Key Skills and Technical Certificate (Full Framework) inc practical work based assessments and a day release.</p> <p>Skills Required: Excellent English skills, excellent communication skills, a keen interest in journalism, core knowledge of computers and Microsoft Office and the ability to adapt fast in the usage of new software.</p> <p>Qualifications Required: 5 GCSEs preferably at Grade C or above, including Maths and English or equivalent.</p> <p>Personal Qualities: Applicants will need to be reliable, trustworthy and be driven. They must also be organised and highly motivated with an eagerness to do well and have a keen eye for detail. A certain amount of flexibility is required as we are a fairly new company, but moving upwards fast – one day can be very different from the next, and job descriptions might vary slightly at times. Reliability and good timekeeping are important to us – and above all, a good sense of humour!</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

Trainee Barista/Catering Assistant	The Bagel Wrap Coffee House	Ref: VAC000313428
Hours: 30 per week	Wage: £87.00 per week	Closing Date: 31/08/2013
<p>You will prepare food and drink orders to include the making of hot drinks, smoothies, milkshakes, sandwiches, bagels, wraps and salads etc. You will welcome and serve customers in a friendly and professional manner. An important part of your job will be to maintain a high standard of cleanliness within the food preparation area and the coffee house public areas.</p> <p>Training to be provided: NVQ Level 2 in Food and Beverage Service, Level 2 Certificate in Hospitality and Catering Principles (Food and Beverage Service), Functional Skills in Numeracy Level 1, Functional Skills in Literacy Level 1, Employment Rights and Responsibilities Workbook.</p> <p>Skills Required:</p> <p>Qualifications Required: None required.</p> <p>Personal Qualities: You will have an outgoing personality, be hardworking, punctual and reliable. An interest in cooking and catering would be an advantage.</p>		

Trainee Kitchen Assistant	French Franks	Ref: VAC000313703
Hours: 38 per week, 5 days to inc Saturdays	Wage: £114.00 per week	Closing Date: 25/08/2013
<p>Trainee kitchen apprentice to provide support to the chef in a busy fast real food outlet. French Franks is situated in Union Street, Ryde. Their simple goal is to bring you the tastiest food and drink in Ryde, and serve it with a friendly smile. Duties will include basic food preparation, washing up and general support in the kitchen.</p> <p>Training to be provided: You will undertake an NVQ in level 2 Hospitality Service (Practical competency) Technical Certificate (Knowledge) Functional Skills in Literacy and Numeracy and Employment Rights and Responsibilities.</p> <p>Skills Required: The ability to work under pressure. Good time keeping, flexible with a hands-on approach.</p> <p>Qualifications Required: None as training will be given.</p> <p>Personal Qualities: Smart, friendly and reliable person, good at working within a small team and honest.</p>		

LOCATION: RYDE

Apprentice Chef	Café Coco	Ref: VAC000223081
Hours: 30 per week over 5 days	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: Full company induction on-going training and support throughout the intermediate apprenticeship in Food production, ERR, Functional Skills in English and Maths and Technical certificate. Training will be on the job and delivered in the workplace by the learning provider.</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. No formal qualifications required as all candidates will be assessed on merit. A good work ethic combined with consideration for colleagues is more important. The employer welcomes applications from individuals who are passionate about providing good service and friendly enough to let their unique personality shine through.</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>		

LOCATION: RYDE

Customer Service Assistant	Millenium Windows	Ref: VAC000288034
Hours: Monday – Friday, 8am – 5pm, 40 per week	Wage: £106.00 per week	Closing Date: 16/08/2013
<p>Preparation of invoices, dealing with customer queries both by telephone and face to face, using an internal IT system involving database, maintaining stock levels and ordering of new stock, filing and any other administrative duties</p> <p>Training to be provided: Internal training will be delivered by employer on their own internal IT system and all other aspects of the job role. The candidate will work towards a Customer Service qualification, functional skills and Technical certificate on a work based learning programme.</p> <p>Skills Required: Must be IT literate, have good Customer Service skills, must have a good telephone manner, good organisational skills and be good team player.</p> <p>Qualifications Required: Should have either a GCSE or other IT qualification</p> <p>Personal Qualities: Must be confident, polite and friendly, clean and tidy, able to work under pressure, committed and be reliable and punctual.</p>		

Apprentice Chef	Gaynor Lavery	Ref: VAC000311397
Hours: 30 per week, Monday – Friday, 9am – 4pm	Wage: £79.50 per week	Closing Date: 30/08/2013
<p>Duties: 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: Full company induction, on the job training alongside assessment and support throughout the Intermediate Level Apprenticeship in Food Production & Cooking, ERR and Functional Skills to be delivered in the workplace by the learning provider.</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: 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> <p>Personal Qualities: No formal qualifications required full training will be provided.</p>		

LOCATION: SANDOWN

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

Trainee Retail Assistant	Poundland	Ref: VAC000304225
Hours: 30 hours, between 7am – 8pm, 5 days per week	Wage: £79.50 per week	Closing Date: 16/08/2013
<p>Stocking up of shelves, warehouse duties, general cleaning, customer interaction, giving guidance on products and till training after a probationary period.</p> <p>Training to be provided: Candidate will work towards a Retail L2 qualification including functional skills in maths and English at level1 and a technical certificate. All on the job training will be delivered by employer.</p> <p>Skills Required: Good team player and must have excellent customer service skills.</p> <p>Qualifications Required: No formal qualifications required.</p> <p>Personal Qualities: Must be reliable and punctual, sociable and friendly, polite at all times, enthusiastic and committed to learning, able to follow instructions effectively, able to use own initiative and clean and tidy.</p>		

Apprentice Chef	Shanklin Conservative club	Ref: VAC000311954
Hours: 30 per week, 10am – 2.30pm and 6pm – 9pm, Wednesday - Sunday	Wage: £79.50 per week	Closing Date: 30/08/2013
<p>To prepare fresh produce for cooking, to deal with stock rotation, to ensure the kitchen and work areas are kept clean, washing up, using various equipment in the kitchen, recording of information on kitchen documentation and follow food hygiene standards.</p> <p>Training to be provided: Luke Furmann will provide all on the job training in the job role and the candidate will work towards a Professional Cookery L2 qualification including functional skills in maths and English and a technical certificate.</p> <p>Skills Required: Must have a flair for cooking, good team player and organised.</p> <p>Qualifications Required: No formal qualifications required.</p> <p>Personal Qualities: Smart appearance, friendly and sociable, good time keeper, willingness to learn and be flexible due to job role.</p>		

LOCATION: YARMOUTH

Trainee Chef	Bugle Coaching Inn	Ref: VAC000280813
Hours: 30-40 hour per week, 10am – 6pm or 3pm – 9pm 5 days per week	Wage: £106.00 per week	Closing Date: 16/08/2013
<p>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 and recording of information on kitchen documentation.</p> <p>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. Functional skills or Tech cert may need to be done outside of the workplace.</p> <p>Skills Required: Must have some kitchen experience, the ability to follow instructions effectively, a flair for cooking and be a good team player.</p> <p>Qualifications Required: No formal qualifications required.</p> <p>Personal Qualities: Must be clean and tidy, flexible, able to work under pressure, reliable and punctual and committed and hardworking.</p>		

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: EAST COWES

Composite Operators	GKN	Ref: County Press
<p>No previous composite experience is required as full training will be provided to ensure all operators work to rigorous procedures. Working to a high customer, quality and regulatory standards, you will be required to work in a clean area environment on monolithic and/or honeycomb assemblies. This role will involve bending, stretching and the manual handling of a wide variety of different size composite moulds. Furthermore you will be expected to work in a structured, hands on manufacturing environment, using job cards/process sheets. Comfortable to work alone or as part of a team, you should be self-motivated, flexible and have good communication skills and be happy to take responsibility for the quality of your work. You should also be willing to work shift pattern as required and where necessary, overtime. When returning your application please detail any previous experience you think may be relevant to this position.</p> <p>Previous applicant need not re-apply.</p> <p>If you believe you have the skills and experience for the above position please email your CV and covering letter to recruitment.cowes@gknaerospace.com</p>		

LOCATION: NEWPORT

Experienced Waiting Person	Urban Diner	Ref: County Press
<p>Approx 16 hours a week to include weekends. National Minimum wage and person must have own Hygiene Certificate. Previous applicants need not apply. Please email urbandin143@gmail.com</p>		

Trainee Assistant	Couture High Fashion Hair Styling	Ref: County Press
<p>We are looking for a Trainee Assistant with a passion for the industry to join our friendly team. Please call Billy on (01983) 539506 or 07800 969188.</p>		

Office Assistant	Roach Pittis Solicitors	Ref: County Press
<p>Office Assistant required for a busy office. Applicant must be a team player with a pleasant personality and good communication skills. Main duties include photocopying, filing, deliveries and responsibility for outgoing post. A good telephone manner is essential as the successful applicant will be required to cover receptionist/telephonist duties on occasion. Handwritten application please with accompanying CV by 16th August to: Roach Pittis Solicitors, 60-66 Lugley Street, Newport, Isle of Wight, PO30 5EU, for the attention of Sally Stone. Roach Pittis is an equal opportunities employer.</p>		

LOCATION: NEWPORT

Childcare Assistant & Lunchtime Childcare Assistant	Bright Sparks Pre-School & Out of School Clubs	Ref: County Press
Lunchtime Childcare Assistant – 10 hours per week, minimum Level 2. Start September. Food hygiene preferred but not essential. Childcare Assistant – 21 hours contracted with some additional temporary hours. Minimum L3 Childcare qualification. For application please call (01983) 559098 or email: brightsparksct@hotmail.com		

Permanent Full Time Chef & Seasonal Waiting Staff & KPs	Hare and Hounds, Newport	Ref: County Press
Immediate start. Hare and Hounds, Newport. (01983) 523446.		

LOCATION: RYDE

Kitchen Assistant	Waxham House	Ref: County Press
For 18-25 hours per week. The applicant should possess a Food and Hygiene Certificate, although training can be given to the right candidate. This position includes working at weekends. Please contact Jamie at Waxham House on 0(01983) 564326.		

LOCATION: ROOKLEY

Chef, Bar & Waiting Staff	Chequers Inn	Ref: County Press
Email a CV to Richard@chequersinn-iow.co.uk or call Dan Scott on (01983) 840314. The Chequers Inn, Niton Road, Rookley, PO38 3NZ.		

LOCATION: SHANKLIN

Support Staff	Sea Gables Residential Home for Adults with learning difficulties	Ref: County Press
An opportunity has arisen for support staff to work alongside individual residents within our home and the community. The ideal candidate should be caring, honest with a genuine desire to help others. Experience is desirable but relevant training will be provided. If you are interested in making a difference to people's lives please ring (01983) 861473 for an application pack.		

Housekeeper	Keats Green Hotel	Ref: County Press
4 days per week, 8.30am to 3.30pm. Please call (01983) 862742.		

Chef and Waiting Staff	Gracellie Hotel	Ref: County Press
Due to expansion of our Coaching Hotel, we are recruiting for a Chef (full time position available). Also full and part time waiting staff. Please send CV and covering letter to Jon Scott, Gracellie Hotel 25/27 Hope Road, Shanklin, Po37 6ED.		

Dining Room Staff	Channel View Hotel	Ref: County Press
We require waiting staff to serve breakfast and dinner. Duties include the preparation of the restaurant for each session. Split shifts, 5 day week including weekends. Experience an advantage, though training will be given.		

LOCATION: TOTLAND

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

LOCATION: TOTLAND BAY

Night and Day Care Assistants	Seven Gables Care Home	Ref: County Press
Excellent rates of pay with company bonus scheme and enhanced payments for NVQ. Post is subject to CRB disclosure. To arrange an interview please telephone (01983) 754765 and ask for Mr John Bush.		

LOCATION: YARMOUTH

Housekeeping Team Members	Norton Grange Coastal Resort	Ref: County Press
22 hours per week, including weekends. Applicants with a 'can do' attitude will go far with us. If you're confident, friendly and believe work should be fun, we'd love to hear from you. Closing date 23 rd August 2013. If you are interested and would like more details please contact: Mary Scott – Housekeeping Manager, Norton Grange Classic Resort, Yarmouth, Isle of Wight, PO41 0SD (01983) 760118 or by email to: housekeeping.norton@bourne-leisure.co.uk Warner Leisure Hotels exclusively for adults.		

LOCATION: YARMOUTH

Housekeepers	The West Bay Club	Ref: County Press
Both full and part-time positions available. Flexible hours and good rates of pay are offered to those applicants who are able to meet the extremely high standards that have made The West Bay Club the Island's premier holiday resort. In the first instance please apply in writing or by telephone (01983 760355) to Adi Callway, Head of housekeeping at The West Bay Club. Halletts Shute, Yarmouth, PO41 0RJ. For more information contact info@westbayclub.co.uk		

New Traineeships!

16-18 Year Olds

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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

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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**

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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.