



CHOICES



Education, Employment & Training Opportunities Weekly 01.03.2013

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.iowight.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

Bar Staff	Isle of Wight Festival
Wage: £4.98 to £6.19 p/h	
Bar Staff required for the Isle of Wight Festival Thursday 13th to Sunday 16th June 2013. For further information please visit: www.barcoderecruitment.co.uk	

Moped / Delivery Driver	Dominos
Hours: Part-time	Wage: £6.19 p/h
We are looking for a delivery driver/moped driver to join our successful team. We have application forms in store. You will be required to deliver to Newport, Arreton, Cowes and East Cowes.	

LOCATION: NEWPORT

Retail Store Cleaner	Clockwork Contracts Management
Hours: 6 p/w	Wage: £6.25 to £7 p/h
We need a cleaner with at least 1 year of experience who can work to a schedule on their own initiative. The shifts are in the morning so may suit if you have another job or need part time work. We have a reliable system to provide all of the equipment and cleaning products that you will need and if you are the one we are looking for we will provide a fast start. If you can clean and are reliable we need to talk with you. The hours are: Mon, Tues, Thurs and Fri 8.30am-10.00am. Contact us by sending a free text to 80800 and start your message with the code A6 followed by your NAME and POSTCODE you will have an immediate response. Example: To: 80800 Message: A6 Your Name HG1 1LX. This text is free of charge.	

Distributor	Dominos
Hours: Part-time	Wage: £3.68 to £6.19 p/h
We are looking for someone with their own transport and who can work off their own initiative to deliver leaflets in the Ryde, Newport and Cowes areas of the Isle of Wight. This job can be flexible to suit your own hours. Please contact tel 07782309328 and ask for Mr Glen Drysdale	

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: COWES

Lettings Apprentice	Bob Lancaster	Ref: VAC000235806
Hours: 37½ p/w	Wage: £100 p/w	Closing Date: 08/03/2013
We have a great opportunity for you to join our friendly team. You will assist the Lettings Manager in the day to day running of the lettings department, answering the phone and taking messages, emailing & filing. Dealing with ingoing and outgoing post. Qualifying and registering applicants, arrange viewings with applicants. Deal with property portal enquires (Rightmove etc), merge and send application references. Conducting property market research for valuations and ensure records are maintained and updated along with the implementation of board orders. Training to be provided: Level 2 NVQ Certificate in Business & Administration(Competence) Level 2 Certificate in Principles of Business Administration (knowledge) Transferable skills in English, Maths and ICT Level 1 along with additional off the job training. Skills Required: Computer literate, organised, excellent communication skills with a good telephone manner. Qualifications Required: GCSE Maths and English A-C or equivalent Personal Qualities: Enthusiastic		

LOCATION: COWES

Apprentice Chef	Island Sailing Club	Ref: VAC000242131
Hours: 30 p/w	Wage: £79.50 p/w	Closing Date: 08/03/2013
<p>As an apprentice chef, you will be taught various ways to prepare food such as baking. 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 diminish waste. Apprentice chef jobs will also have you learning much about restaurant sanitation and health rules on food safety.</p> <p>Daily duties will involve:- To maintain required level of kitchen standards, to maintain personal equipment such as knives, PPE etc, checking function diary to see what is required, good teamwork is relevant, report any breakdown or hazard to Senior Chef, assist Chefs in the preparation of food and service, to comply with all company procedures, to attend any statutory training relevant to job role.</p> <p>Training to be provided: One to one training & supervision by one of the Senior Chefs in all aspects of food preparation and kitchen procedures. Company induction, on the job training alongside training and support throughout an Intermediate Apprenticeship in Food Processing & Cooking, Technical Certificate, Employment Rights and Responsibilities workbook and Functional Skills in English and Maths. Training Advisor to assess and observe kitchen procedures to achieve qualification</p> <p>Skills Required: You should know 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 all candidates will be assessed on merit after interview.</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: NEWPORT

Mechanical Manufacturing Apprentice	Lcm Systems Ltd	Ref: VAC000251095
Wage: £287 p/w		Closing Date: 08/03/2013
<p>Key Roles will include:- Manual turning and milling of high precision, high quality stainless steel parts used in the construction of our load cell and sensor product range. TIG welding of ancillary and finished parts, on front end and back end processed products. Inspection and quality control of incoming machined items from sub-contractors.</p> <p>Training to be provided: L2 NVQ Diploma in Performing Manufacturing Operations, Functional Skills in Communication.</p> <p>Skills Required: Good numeracy skills, previous manual machining experience a benefit</p> <p>Qualifications Required: C or above in Maths and English or equivalent is essential. A Previous Engineering qualification is desirable.</p> <p>Personal Qualities: Diligent, ability to learn new skills and apply them in a practical environment, must be able to work with others, take instruction from trainers, punctual time keeping, dedication to complete all tasks given and training exercises, willingness to continue after training, if a position is offered.</p>		

LOCATION: NEWPORT

HSS Hire Branch Apprentice	HSS Hire Shops	Ref: VAC000246159
Hours: 37.5 p/w, Monday - Friday	Wage: £112.50 p/w	Closing Date: 08/03/2013
<p>You will gain experience of the Hire Industry through spending focused time on the key four areas' of our business, Warehouse, Workshop, Transport & Hire Desk. The role will involve: keeping accurate paperwork & computer records in each role experience, gaining an understanding & knowledge of our Hire product range, pick products for customer deliveries and collections, maintain high house keeping standards in your given working area, gaining an understanding of our Workshop processes whilst in the Service Technician role, experience under supervision our Test & Run process, gaining an understanding of our Transport processes whilst in the Drivers assistant role, experience under supervision loading, unloading ,delivering, collecting of our Hire equipment, gaining an understanding our Branch Sales processes whilst in the Hire Controller role, experience selling HSS Products and services to customers face to face and on the telephone and to demonstrate and deliver great Customer Service to both internal and external customers.</p> <p>Training to be provided: Level 2 NVQ Certificate in Customer Service, knowledge certificate, functional skills level 1 in English and Mathematics, Employment Rights and Responsibilities Workbook (Work based learning).</p> <p>Skills Required: Good verbal/written communication skills, basic computer skills and to be able to work well within a team.</p> <p>Qualifications Required: No formal qualifications although basic literacy & numeracy skills are required.</p> <p>Personal Qualities: HSS is all about people and they think there's something extra special about the people at HSS. They call it HSSness. HSSness is the collection of values that all HSS'ers live by; it's about doing the right things in the right way for the right reasons. These include being customer focused with a 'can do' attitude and being a team player.</p>		

Mechanic Apprentice	Southern Vectis	Ref: VAC000241148
Wage: £141.33 p/w		Closing Date: 10/04/2013
<p>This employer is dedicated to providing an Apprentice with experience in all its various departments so that a full knowledge of the industry can be gained. Southern Vectis Plc provide a regular transport service to the people of the Island as well as catering for Festivals, schools and running an Events Fleet. Overall 180 vehicles (approx). All repairs and maintenance are carried out 'in house'</p> <p>You will be: working in a large workshop dealing with the maintenance of public service vehicles, preparing vehicles for MOT, participating in and ultimately carrying out vehicle inspections, working as part of a team of experienced mechanics who will be supportive but will expect 100% commitment, problem solving and working on 'break downs' and servicing vehicles</p> <p>Training to be provided: A full Level 2 Intermediate Apprenticeship to include: QCF Diploma in Motor Vehicle, Technical Certificate, Functional Skills and Progression to Advanced Level 3. Apprenticeship. Attendance will be required at Southampton City College 1 day per week (transport costs will be paid by Southern Vectis) This is non negotiable and something Southern Vectis will insist upon.</p> <p>Skills Required: Demonstrate a practical ability, be able to work under instruction, accept responsibility for their actions, communicate well and interact with colleagues, be able to work to a level of accuracy, manage paperwork and keep accurate, clear and concise records, have competent IT skills, adhere to Health & Safety, be able to work to deadlines and be willing to shadow co workers to learn the trade.</p> <p>Qualifications Required: This role will become very comprehensive therefore it is a requirement from the employer that English, Maths and preferably IT are all at GCSE Grade C or above (or equivalent).</p> <p>Personal Qualities: Physically fit and strong (as there may sometimes be tasks involving lifting), flexible with regards working on different tasks, happy to take instructions from peers, strong work ethic, reliable, committed, good attention to detail, able to interact with others and communicate with them and be accurate.</p>		

LOCATION: RYDE

Apprentice Food & Beverage Assistant	Quarr Abbey Enterprises Limited	Ref: VAC000239801
Hours: 37½ p/w	Wage: £112.50 p/w	Closing Date: 08/03/2013
<p>You will be passionate about food preparation and service and will be looking to develop a successful career in hospitality. You will be working with our chef/cafe supervisor and will work within the popular new teashop kitchen, supporting and learning a range of food prep/cooking and also Front of House, learning and developing food service, customer service, retail and general cleaning duties. You will be helping to prepare a range of food from specials such as fresh fish and meats to salads, sandwiches, panini's and soups. The new teashop is contemporary in feel and has already become a busy destination for local residents and visitors to the Island.</p> <p>Training to be provided: Level 2 NVQ Diploma in Professional cookery (competence) Level 2 Certificate in Hospitality and catering principles (knowledge) functional skills Numeracy and Literacy, Employment Rights and Responsibilities. You will also be required to attend additional off the job training.</p> <p>Skills Required: You will need to be confident, mature, flexible and have a strong desire to achieve.</p> <p>Qualifications Required: GCSEs or equivalent in both Maths and English, grade A-C would be desirable.</p> <p>Personal Qualities: Passionate about cooking and hospitality, willing to commit and display the right attributes to be part of a small team.</p>		

Apprentice Trainee Dental Nurse	Denbigh House Dental Clinic	Ref: VAC000251138
Hours: 37½ p/w	Wage: £99.38 p/w	Closing Date: 17/03/2013
<p>Apprentice Trainee Dental Nurse vacancy, to assist the dentist with all clinical aspects within the surgery. Duties will involve:</p> <ul style="list-style-type: none"> • Greeting and caring for patients • Assisting the dentists with suction, retraction, manipulation of air and water syringes, passing instruments and mixing and passing materials • Ensure all lab work is checked and available prior to patients arrival • Maintaining a clean environment during surgery • Cleaning and sterilising instruments • Developing and filing x-rays • Carrying out reception and administration tasks <p>Training to be provided: Level 2 Diploma in Health Care Support Services (12 months), Knowledge Certificate, Level 1 Functional Skills in Mathematics and English, Employment Rights and Responsibilities Workbook (Work based learning). The successful candidate will then progress onto the Level 3 Diploma in Dental Nursing (18 months)</p> <p>Skills Required: The ideal candidate will have good team working skills as well as having the ability and confidence to work independently, using initiative. Being able to interact and communicate with patients in a friendly and professional manner is an important skill to possess for this role. Good computer skills.</p> <p>Qualifications Required: GCSE Grade C and above or equivalent in English and Mathematics. Having a qualification in Biology would be beneficial but not essential.</p> <p>Personal Qualities: Friendly, outgoing person with a flexible approach to work.</p>		

LOCATION: RYDE

Apprentice Chef	Quarr Abbey Enterprises Limited	Ref: VAC000249800
Hours: 37½ p/w	Wage: £112.50 p/w	Closing Date: 08/03/2013
<p>You will be working with our new chef/cafe supervisor and will work within the popular new teashop kitchen, supporting and learning a range of food prep/cooking and customer service duties. Food range from Sandwiches, panini's and specials such as fresh fish, meats, salads and soups. The new Teashop is contemporary in feel and is becoming a busy destination for local residents and visitors to the Island.</p> <p>Training to be provided: Level 2 NVQ Diploma in Professional cookery (competence) Level 2 Certificate in Hospitality and catering principles (knowledge) functional skills, Employment Rights and Responsibilities. You will also be required to attend additional off the job training.</p> <p>Skills Required: You will need to be confident, mature, flexible and have a strong desire to be an achiever.</p> <p>Qualifications Required: GCSE Maths and English grade A-C or equivalent would be desirable</p> <p>Personal Qualities: Passionate about cooking, willing to commit and display the right attributes to be part of a small team.</p>		

Apprentice light vehicle maintenance and repair competence	Fishbourne Garage	Ref: VAC000247822
Hours: 40 p/w, over 5 days	Wage: £106 p/w	Closing Date: 18/03/2013
<p>This vacancy will ensure a good standard of training in an established garage. There will be a range of tasks to be covered in the workplace and full training will be given. Tasks will start small and increase in complexity as both the competence and confidence of the Apprentice grows. The successful candidate will: Change tyres, check tyre pressure, work on fault finding and diagnosing problems, work to find solutions to problems, handle brake, clutch, exhaust and cambelt repairs, change batteries and adhere to health and safety protocols.</p> <p>Training to be provided: This is a Level 2 Intermediate Apprenticeship in Light Vehicle Maintenance and Repair Competence and will comprise of: Level 2 QCF Diploma, Technical Certificate and Level 1 Functional Skills - English, Maths and IT.</p> <p>Skills Required: The successful candidate should be: practical, able to problem solve, capable of thinking of solutions, a good communicator and team player, disciplined, capable of managing their time effectively and working to deadlines, a good timekeeper. This employer will expect prompt arrival and will not tolerate lateness as a regular occurrence, capable of taking instruction, understanding what has been asked of them and implementing what they have been shown/asked to do, able to understand the importance of Health & Safety and adhere to the garage policies at all times and willing to keep a tidy work area.</p> <p>Qualifications Required: No specific qualifications are required for this position although C grades/equivalents would be an advantage, however being able to demonstrate common sense, commitment and practical ability is vital.</p> <p>Personal Qualities: A practical nature, positive approach, punctual, a good work ethic, be able to take responsibility for their actions, be dedicated to learning new skills and achieving this apprenticeship.</p>		

LOCATION: SANDOWN

Apprentice Shop Supervisor	Rapanui Clothing Ltd	Ref: VAC000249699
Hours: 35 p/w	Wage: £100 p/w	Closing Date: 08/03/2013
<p>Award-winning ethical fashion brand Rapanui are looking for a shop supervisor able to handle responsibilities including serving customers, ordering stock, preparing food, managing rotas and providing data to the owners. You will be a responsible and organised individual with a flair for creativity and entrepreneurship. You will be hardworking, intelligent and able to take the initiative as well as having natural customer service skills. It is important that you are enthusiastic and driven and enjoy working in an energetic, fast-paced business environment. A creative eye for window-dressing, event planning and marketing promotion would be an advantage.</p> <p>Training to be provided: NVQ Level 2/3 Diploma in Retail Skills, Level 2/3 certificate in Retail Knowledge, transferable skills in Maths and English (Functional Skills), Employment Rights and Responsibilities, additional off the job training.</p> <p>Skills Required: The successful candidate will be willing to work hard, organised and responsible. You will have a flair for creativity and entrepreneurship and the drive to achieve ambitious sales targets.</p> <p>Qualifications Required: GCSE Maths and English A to C grade or equivalent would be desirable.</p> <p>Personal Qualities: Good presentation, common sense, a desire to succeed.</p>		

Customer Care Assistant	Rapanui Clothing Ltd	Ref: VAC000247946
Hours: 35 p/w 9am - 5pm	Wage: £100 p/w	Closing Date: 07/03/2013
<p>Answering queries from the customers make up a large part of this role which will mean regular contact with the customers be it on the phone, via email, or face-to face. Customer Service is such a massive part of Rapanui so the applicant will also be responsible for maintaining the service we offer. Needless to say, outstanding interpersonal skills, concise and correct written English and a good phone manner are essential. The applicant must be professional, driven and have a passion for delivering outstanding service in order to succeed at this fast-paced, award winning company. Some of the duties involved in this vacancy are as follows: generating and responding to emails, generating and answering phone calls, fulfilling the online orders, handling returns and exchanges.</p> <p>Training to be provided: Full company Induction, An intermediate level apprenticeship qualification in Customer Service, Technical Certificate, Employment Rights and Responsibilities and Functional Skills.</p> <p>Skills Required: IT skills, confident communicator as you will be telephone based.</p> <p>Qualifications Required: No formal qualifications required as full training will be provided.</p> <p>Personal Qualities: Friendly, reliable, punctual. Confident professional driven individual who strives from delivering the best possible service. We aren't necessarily looking for the most qualified individual as we can teach all that is needed to know for the role, however the applicant must be willing to take on new skills and be shaped into the role.</p>		

Apprentice Shop Assistant	Rapanui Clothing Ltd	Ref: VAC000247947
Hours: 35 p/w 9am - 5pm	Wage: £100 p/w	Closing Date: 07/03/2013
<p>Tasks to include: serving customers in the shop, preparing food for the café, maintaining the health and safety of the shop by following the cleaning schedule, meeting and where possible exceeding your targets and key performance indicators, maintain and control shop stock, generating marketing ideas to help boost sales and footfall.</p> <p>Training to be provided: Full company Induction, An intermediate level apprenticeship qualification in Retail Skills, Technical Certificate, Employment Rights and Responsibilities and Functional Skills.</p> <p>Skills Required: Confident customer facing individual that enjoys offering a great service to a wide range of different people. The applicant isn't expected to know everything from the start but they must be willing to learn on the job.</p> <p>Qualifications Required: No formal qualifications required as full training will be provided.</p> <p>Personal Qualities: Friendly, reliable, punctual and driven individual.</p>		

LOCATION: SANDOWN

Apprentice Hotel Assistant	Westhill Hotel	Ref: VAC000249436
Hours: 30 p/w (minimum)	Wage: £79.50 p/w	Closing Date: 08/03/2013
<p>A great opportunity to start a career in hospitality. You will be expected to help in all aspects of running the hotel e.g. Reception – meet & greet guests, dealing with enquiries, check guests in/out of hotel, show guests to their rooms. Housekeeping – servicing guest rooms, cleaning public areas. Kitchen – prepare food with diligence & care, be able to comply with personal and food hygiene regulations. Dining room – serving guests, ensuring they have everything they need. Admin – help to keep the hotel organised, marketing of hotel and function suite. Event management – assisting with the set up, servicing, preparation & organising of events. We are looking for that special someone who first and foremost smiles freely, has the right attitude and aspires to learn new skills. You must be loyal, hard working and wish to grow and develop with the hotel.</p> <p>Training to be provided: Level 2 Diploma in Hospitality Service, Level 2 Certificate in Hospitality and Catering Principles, Functional Skills in Literacy and Numeracy Level 1 and Employment Rights and Responsibilities.</p> <p>Skills Required: Good I.T skills, able to use own initiative when required, ability to organise and prioritise, good written and verbal communication skills with a polite manner.</p> <p>Qualifications Required: No formal qualifications required</p> <p>Personal Qualities: Smart personal appearance.</p>		

LOCATION: SHALFLEET

Apprentice Chef	The New Inn	Ref: VAC000251328
Hours: 35 p/w	Wage: £130 p/w	Closing Date: 15/03/2013
<p>A mature, competent individual required with a willingness to learn and progress with our company. Preferably with experience and of a hard working disposition to assist in our busy kitchen. We will teach the basics of how our kitchen is run, following onto further responsibilities in regards to preparation work and assisting the Head and Second Chef.</p> <p>Training to be provided: Intermediate Apprenticeship in Professional Cookery, Level 1 Functional Skill in Communication, Level 1 Functional Skill in Application of Number, Technical Certificate, Employment Rights and Responsibilities.</p> <p>Skills Required: Experience in a kitchen would be an advantage.</p> <p>Qualifications Required: No formal qualifications are required but candidates will need to demonstrate the ability to complete Key Skills at Level 2.</p> <p>Personal Qualities: Mature, competent, hardworking, reliable, helpful, responsible, punctual, well presented.</p>		

LOCATION: SHANKLIN

Health Care Assistant	Milford Dell Support Agency	Ref: VAC000251282
Hours: 40 p/w	Wage: £130 p/w	Closing Date: 27/03/2013
<p>Milford Del Support Agency is looking for a new reliable and caring member of staff to join their hard working and friendly team. You will need to be understanding, respectful and have a dignified approach to all residents and duties. A bright outlook and willingness to go that extra mile for residents, staff and visitors is a must.</p> <p>Duties include:</p> <ul style="list-style-type: none">• Assisting residents with dressing, undressing, bathing and personal care• Helping residents with mobility problems and disabilities• To care for residents who are unwell i.e. changing dressings and bed nursing• To plan and assist in mental and physical activities for residents i.e walking with them, reading, and hobbies.• To make and change beds, light cleaning duties and emptying commodes• To launder and inspect residents clothing• To meet and greet visitors to the home and answer telephone calls• Take part in staff meetings and training activities as directed• To read and write reports• To prepare and deliver meals and assist in feeding residents who need help• To conduct all procedures in the home in line with legislation. <p>If you feel that you could are reliable, understanding, caring and willing to go that extra mile we would love to hear from you.</p> <p>Training to be provided: Intermediate Apprenticeship in Health and Social Care, City & Guilds Level 2 Diploma in Health & Social Care (Adults), City & Guilds Level 2 Certificate in Preparing to Work in Adult Social Care, Functional Skills Maths, English and ICT (if required)</p> <p>Skills Required: Hard working and efficient.</p> <p>Qualifications Required: No formal qualifications required.</p> <p>Personal Qualities: Kind and caring</p>		

LOCATION: VENTNOR

Customer Service Apprentice	Church Street Motorcycles	Ref: VAC000244720
Hours: 30 p/w (Minimum)	Wage: £79.50 p/w	Closing Date: 08/03/2013
<p>Duties will include high levels of customer service which will include face to face, telephone and in writing. Understanding the database and some admin duties will also be required. Stock controlling, including the arrangement and movement of motorcycles, will feature heavily most days.</p> <p>Training to be provided: Level 2 NVQ Certificate in customer service. You will undertake aspects of our award winning training programme and skills development which will support the NVQ</p> <p>Skills Required: Good customer service skills, both face to face and over the phone. Attention to detail and a duty to care. The candidate will be required to be physically fit enough to move heavy and valuable stock on their own although training will be given.</p> <p>Qualifications Required: Good levels of literacy and numeracy.</p> <p>Personal Qualities: Clean and presentable, self motivated and confident, naturally be able to deal with people and have the ability to adapt to circumstances in an instant.</p>		

LOCATION: VENTNOR

Apprentice Kitchen Assistant	The Spyglass Inn	Ref: VAC000246675
Hours: 30 p/w	Wage: £79.50 p/w	Closing Date: 08/03/2013
<p>Initial duties will include basic preparatory work within the kitchen, assisting the main chefs in preparing for the daily food service session, helping with deliveries and stock rotation and helping to fulfil our cleaning regime and any food safety requirements/ record keeping as requested. As more experienced is gained the apprentice may then work in the main kitchen assisting with food service and learning the styles and methods of cooking in a busy kitchen. Ultimately our apprentice will be expected to be able to assist with the speedy preparation of our menu and work closely together with our other chefs to be part of a strong team.</p> <p>Daily duties will include; General cleaning of kitchen equipment and work areas, washing up using a machine, pre-service food preparation involving salads, vegetables etc, rotation of stock, dealing with supplies and storage.</p> <p>Training to be provided: Full company induction, on-going on-the-job training and support and assessment throughout the intermediate level apprenticeship qualification in Kitchen Services, Employment Rights and Responsibilities, Technical Certificate and Functional Skills.</p> <p>Skills Required: No specific skills required. Must possess a keen interest in food and cooking. Able to learn to work as part of a team and able to learn to follow instruction but capability of using own initiative.</p> <p>Qualifications Required: No formal qualifications required as employer will provide full on-the-job training.</p> <p>Personal Qualities: General confidence, good Communication Skills, Impeccable Hygiene Standards due to food handling and food safety, The ideal candidate will show flexibility, commitment, reliability and punctuality at all times.</p>		



Looking to kickstart your career?

Our 'pre-apprenticeship' work programme is available for young people who are currently unemployed.

You will be placed with an employer for 30 hours a week, and receive a 'training allowance' of £79.50 per week, for a period of up to 6 months.

Call the Choices Centre to check your eligibility, and apply today!

01983 525927



VACANCIES TAKEN FROM THE ISLE OF WIGHT COUNTY PRESS



LOCATION: BRIGHSTONE

Isle of Wight Pearl	Ref: County Press
<p>New season staff required from March/April till November: Part-time Assistant Cook – required for busy kitchen, experience preferred 16+ hours per week. Part-time Counter Assistant / Waitress needed for Café 16+ hours. Experienced Part-time Sales Staff required, jewellery sales experience a plus but full training given. Outgoing Person required for our Pick a Pearl department and Bear Boutique. All applicants MUST have own transport and be flexible as work will include weekends. Previous applicants need not apply. Please send in CV to: Isle of Wight Pearl, Military Road, Brighstone, IW, PO30 4DD.</p>	

Bar Staff	The Three Bishops	Ref: County Press
<p>Seasonal Bar Staff required, must be over 18. Own transport essential. Tel: 01983 740226.</p>		

LOCATION: COWES

Trainee Receptionist / Office Junior	Mackinnon	Ref: County Press
<p>I. F. Mackinnon & Company is a financial services firm and we are seeking a full-time trainee Receptionist / Office Junior. Responsibilities to include answering the phone, keeping of diary, arranging meetings and travel arrangements, managing stationery, dealing with post and general office administration. We are looking for a confident and outgoing person who is willing to learn and use their own initiative. Please apply in writing to: Carrie Guile, I. F Mackinnon & Company LLP, Ardmail House, 2 Union Road, Cowes, IW, PO31 7TP or alternatively email: carrie.guile@ifmackinnon.co.uk</p>		

LOCATION: GODSHILL

Sales Assistant	The Old Smithy	Ref: County Press
<p>Required for clothes department. Saturdays (all year). Other hours available in the gift shop. Whitsun to end October. CVs to The Old Smithy, Godshill, IW, PO38 3HZ.</p>		

LOCATION: GODSHILL

Bar / Waiter/ess	The Taverners	Ref: County Press
Approx 20 hours per week, all year round. Various shifts. Please call Roger or Lisa on 01983 840707 or email resume to: rogerandchoi@hotmail.com		

LOCATION: ISLANDWIDE

The Character Group	Ref: County Press
We are recruiting the following positions at our establishments across the Island:	
<ul style="list-style-type: none">• Bar Staff• Waiting Staff• Commis Chef• K.P's	
In the first instance please email your CV to rob@characterinns.co.uk stating which position you are applying for and what locations you are able to work at.	
Apprentices Required: Furthermore if you are aged 16-24 and looking for a career in the hospitality industry we want to hear from you! We are actively seeking Apprentices who are looking to gain a qualification whilst working on the job. Please contact info@proactivetss.org to find out more.	

LOCATION: NEWPORT

Office Administrator	Medina Food Service	Ref: County Press
Monday to Saturday with a day off in the week, minimum 20 hours per week. Immediate start, good hourly rate, preferably non-smoker, must be reliable, trustworthy, able to work on own initiative, have a go attitude towards work and, most importantly, a very good telephone manner. Please apply with full CV to: HR@medina.lis.com FAO Sarah Hartnell, Medina Foodservice, Riverway, Newport, Isle of Wight, PO30 5UX.		

Sales Administrator	A.J Wells & Sons Ltd	Ref: County Press
We require an enthusiastic sales administrator to work within our signage and cladding department. The role involves working in a high paced and varied environment dealing with customer enquiries, assisting in quotation processing and entering sales orders into our MRP and CRM systems. The position has the potential to develop so we would look for an aptitude to develop skills. To apply please visit www.ajwells.co.uk or call 01983 537776 for an application form. Closing date for applications: Friday 15 th March 2013.		

4 Cleaning Operatives	Christ the King College	Ref: County Press
£8,893 to £9,145 per annum (approx), 30 hours per week, term time only plus 5 days working hours: 3pm to 9pm (enhancement paid after 8pm). We would like to appoint suitably skilled, experienced and enthusiastic colleagues to join us. Candidates should be reliable, have a good work ethos and are committed to provide a high quality cleaning service to ensure a safe and enjoyable learning environment for our students and staff. Experience of working on a commercial/contract cleaning basis and/or in a school or education environment would be an advantage. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. These posts are exempt from the Rehabilitation of Offenders Act 1974 and the successful applicants will be expected to undertake enhanced CRB checks. Further information and application packs can be obtained at www.christ-the-king.iow.sch.uk or from Kathrin Williams, College Business Manager, Christ the King College, Wellington Road, Newport, IW, PO30 5QT, Tel: 01983 537070 or via email at kathrin.williams@christ-the-king.iow.sch.uk .		

LOCATION: RYDE

Outbound Call Centre x5	On-target telemarketing	Ref: County Press
<p>Due to continued growth and unprecedented demand in our industry, we are now looking to urgently recruit for a number of call centre staff. Full training given – These individuals will need to have an excellent telephone manner and be able to offer our existing external clients a first class service whilst working under pressure. Whilst these are outbound warm calls to customers that are waiting for our call, there would be some sales skills. Interviews and starts are available at short notice. Please email your CV and covering letter to david@ontargettelemarketing.co.uk</p>		

LOCATION: SANDOWN

Burlington Hotel	Ref: County Press
<p>Full and Part-time Waiting Staff, experience an advantage. Chamber Person required. For more details telephone 01983 403702.</p>	

LOCATION: SANDOWN & SHANKLIN

Cleaners	Green Clean	Ref: County Press
<p>Green Clean is an Island wide eco friendly domestic cleaning service. We have residential and holiday homes that need to be cleaned on a regular basis. We need 4 cleaners in the Sandown/Shanklin areas: If you want to work 10-20 hours per week each, are free to clean weekdays and Saturdays, have access to a car and enjoy satisfaction of leaving a gleaming home behind you, call Julia on 01983 553547 or visit our web site: www.greencleaniow.com</p>		

LOCATION: SHANKLIN

Waiter / Waitress	Shanklin Hotel	Ref: County Press
<p>A friendly team player required who will relish the opportunity to work as a member of our Waiting team in the fabulous surroundings of the Starlite Restaurant. You will need to be flexible as the role includes some evenings and weekend work. Apply with CV and covering letter to: graeme.palmer@shanklinhotel.co.uk</p>		

LOCATION: VENTNOR

Waiting Staff	Ref: County Press
<p>Weekend Waiting Staff required, experience preferred. Telephone: 01983 852570.</p>	



Turn care into a career

The IOW Support at Home team are having a **Recruitment Open Day** at the Riverside Centre, Newport on **Friday 8th March (10:30am to 3:30pm)**

**Leonard
Cheshire
Disability**

Why not think about a new career – we offer good rates of pay, mileage and excellent training. No experience needed. Come along, have a chat and see what we can offer you and what you can offer the people who use our service.

If you are unable to attend you can call our Ryde based office on 01983 617 724 and have a chat with our friendly office team.

We are also looking for Volunteers, to interact with the people who use our services, so if you are not looking for employment but have a few hours spare and wish to do something fulfilling why not come along and see what our volunteering side is all about.

Apprenticeships deliver
on the Isle of Wight



National Apprenticeship Week Careers Showcase

14TH
MARCH
10AM-12:30PM

Find out why an Apprenticeship
is your first step to career success

Talk to current Apprentices

Find out how to become an Apprentice

'Have a go' at vocational activities including:

- Hospitality • Hair & Beauty •
- Care • Marine • Dentistry •

Hear from National Apprenticeship
Service representatives • Apply for
current Island vacancies



VENUE: ALBERT COTTAGE HOTEL • YORK AVENUE
EAST COWES • ISLE OF WIGHT • PO32 6BD



island
training

EASTLEIGH
COLLEGE



Want a career in the
**Hospitality
Industry?**

If you love food, are passionate about people, and want more than just a 9-5 job, then we want to meet you!

We are currently recruiting apprentices to join the team in our well established hotels, bars and restaurants across the Island. Whilst working with us you will gain nationally recognised qualifications and get "hands on" work experience.

WE ARE RECRUITING FOR:
**Apprentice Chefs, Bar Professionals,
Waiting Staff and Front of House.**

"it's your life... train for it"



For more information, please call
the Participation Team on
01983 525927

Many of these roles will lead to permanent employment within our company. and as we have a number of other venues across the South Coast, there is the opportunity to relocate. We also support those wishing to go into self employment.

For more information call:
01983 719940

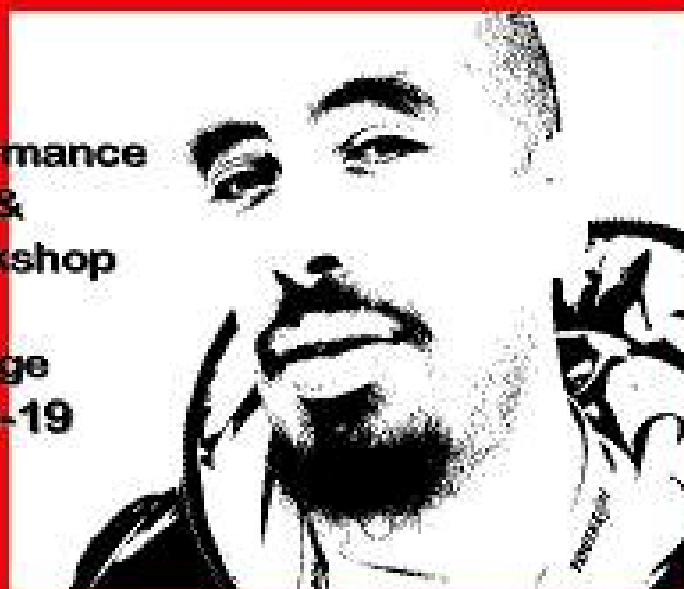
or e-mail:
info@proactivetss.org

Character Inns are proud to work in partnership with ProActive Talent - a not for profit local training company.

All Frisko Dan

**Performance
&
Workshop**

**Age
13-19**



**Sandown Youth Centre
Weds 20 March 7pm**

**YORKIE BAR: EAST COWES
THURS 21 March 7pm**

**Newport Youth Centre
Fri 22 March 6.30pm**

Info:

**Rapping, Grime, Hip Hop,
Beatbox, Writing, Filming?**

**...Come and Get
Involved or watch...**



If you would like to find out more information about
APPRENTICESHIP'S then speak to



on 01983 550825 or pop in to see us in E Block
at The Isle of Wight College.

DROP IN TIMES:

Come and see us to find out more about our vacancies:

Current Vacancies

Advert	Vacancies	Location	Job Role	Closing Date
<u>Apprentice Engineer (Mechanical and Engineering) with Wight Salads Ltd</u>	1	Newport	Engineering	15/03/2013
<u>Apprentice Grower (Horticulture) with Wight Salads Ltd</u>	1	Newport	Horticulture	15/03/2013
<u>Apprentice Alarm Engineer with Island Fire Alarms</u>	1	Cowes	Customer Service	15/03/2013
<u>Mechanical Manufacturing Apprentice with Lcm Systems Ltd</u>	1	Newport	Engineering	15/03/2013
<u>Mechanic Apprentice with Southern Vectis Plc</u>	1	Newport	Vehicle	10/04/2013
<u>Apprenticeship in Light Vehicle Maintenance and Repair with Fishbourne Garage</u>	1	Ryde	Vehicle	18/03/2013
<u>Apprentice Chef with The New Inn</u>	1	Newport	Catering	15/03/2013

Apply online now: www.islandtraining.org/vacancies

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



**Challenge &
Adventure**

**Forest Office
Parkhurst Forest
Newport
Isle of Wight
PO30 5UL**

**Phone us on
01983 527026**

**R
O
N**



Real Opportunities Now Programme

Age 16 – 18?

**Not in education, employment or training?
Not sure of what is available for you to
access?**

**RON will give you the chance to try a range of
activities over 2 weeks and have fun at the
same time.**

RON will give you:

- **Different training opportunities**
- **Develop your team work skills**
- **Support with your choices**
- **Build confidence and self esteem**

**Call and speak to Bex 527026 or the
Participation Team 525927 for details of
the next programme starting 2nd April
2013.**

**Want a career in Childcare or Care?
Want to work and earn while you learn?
Under 25 and College not for you?**

Join our Access To Apprenticeships in Childcare

What is Access to Apprenticeships?

A course designed to help you achieve your ambition of working in Childcare, or Health and Social Care. This course will give you the chance to gain valuable experience and demonstrate to employers your commitment to work and study.

How will Access to Apprenticeships benefit you?

- Gaining valuable work experience
- Working towards achieving a nationally recognised Childcare/Care qualification
 - Understanding theories and knowledge in your chosen subject
 - Earning while learning

Course starting at our Newport office

14 spaces available

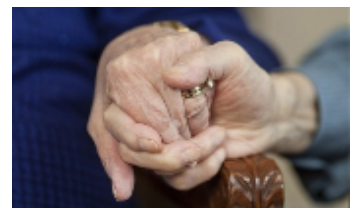
*For more information, call our friendly team
on: 01983 559322 or email: info@fntctraining.co.uk*

1st Floor
48 Lugley Street, Newport
PO30 5HD



Apprenticeships

Opening doors to a better future



SUPERMARKETS



Visit the following websites for up to date Job Vacancies or call into your local store
(most stores have a customer notice board)

www.tesco-careers.com

www.lidl.co.uk (then select careers)

www.co-operative.jobs

www.morrisons.co.uk/Corporate/Jobs/

www.sainsburys.co.uk (then select recruitment)

www.waitrosejobs.com

www.marksandspencers.com (then select jobs)

VOLUNTEERING

Community Action Isle of Wight

3 Langley Court, Pyle Street, Newport, Isle of Wight, PO30 1LA

Open: Tuesday – Thursday 10am to 2pm

Tel: 01983 539377

Email: volunteer@actioniw.org.uk

- ❖ Make new friends
- ❖ Build self confidence
- ❖ Make a difference to something you care about
 - ❖ Learn new skills
 - ❖ Have fun
- ❖ Improve your career prospects

Please visit: www.communityactioniw.org.uk

Click on Volunteering Opportunities



Aged 16-19 and looking for a great career?

Our exciting new **FIT FOR WORK** programme will help you achieve your goals and give your career a strong foundation.

- VOCATIONAL TRAINING WITH WORK EXPERIENCE
- EMPLOYABILITY SKILLS
- FUNCTIONAL SKILLS IN ENGLISH, MATHS AND ICT
- PERSONAL AND SOCIAL DEVELOPMENT
- LEADING TO PROGRESSION TO FURTHER EDUCATION, EMPLOYMENT OR AN APPRENTICESHIP

UP TO £40 PER WEEK TRAINING ALLOWANCE ON FULL ATTENDANCE

VISIT US
at Smart House,
Castlehold Lane,
Newport for more
information on all of
our programmes.

Believe it. Achieve it.

Call us now on 01983 530440
email fiona@smarttar.co.uk
or visit www.smarttar.co.uk



training and
recruitment

Are you 16-18?

HTP's Skills and Education Centre has a range of Level 1, Level 2 and progression courses:

Childcare
Hospitality & Cheffing
Health & Social Care
Business Administration
Fitness Instruction
Outdoor Pursuits
Nail Technician

Plus!

Pre-Apprenticeship programmes
30 hrs/week with an employer: gain work skills + progress onto full Apprenticeship

get
£2.65
per hour!

Other courses include, Maths, English, ICT, Employability Skills and Personal & Social Development

Courses starting every week

Call us on
01983 824930
for more information



@HTP Skills
Centre

Unit 15-16 Little London
Newport, PO30 5B5



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 Wednesday afternoons from 1pm 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.