



EDUCATION, EMPLOYMENT & TRAINING OPPORTUNITIES WEEKLY

DATE OF ISSUE: 7TH SEPTEMBER 2012

If you are interested in any of these opportunities, need help with a job application form or your CV, please contact us on (01983) 525927 or call in and see us:

Participation Team, 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)

Vacancies advertised in this bulletin are 'live'/current at the Date of Issue. The vacancies listed are from external sources and thus the Participation Team accepts no liability relating to the availability of the positions advertised. The vacancies are also advertised on our website www.iwight.com/connexions

VACANCIES ON DIRECT GOV

If you are interested in any of these vacancies or would like more information, visit: www.directgov.uk and click on

or telephone the Jobcentre Plus search helpline on 08456 060 234

LOCATION: COWES

Site Secretary – Part-time		Ref: NIW/14241
Hours: 20 p/w, 4 hrs Monday – Friday	Wage: £16,000 to £20,000 per annum, pro rata	
The overall purpose of this role is to provide general secretarial support to the Site Operations Team. Expected outputs standards: Experience of MS Word, PowerPoint and Excel essential, experience in a similar role, effective communicator, systematic and organised, skilled in problem-solving, able to handle multiple tasks, ability to use own initiative, able to prioritise own workload, flexible, work within a team.		

LOCATION: EAST COWES

Accounts Assistant		Ref: NIW/14238
Hours: Monday – Friday 9am – 5pm	Wage: £7.00 p/h	
This vacancy is being advertised by WP Recruitment Ltd, a recruitment agency, on behalf of a client. Duration: ongoing on a week to week basis Duties: Basic bookkeeping including purchase ledger, processing invoices, reconciling debit and credit card payments, processing expenses, sales ledger and raising invoices. Experience: Previous experience of the above duties plus computer literacy on MS Office and Sage is required.		

LOCATION: EAST COWES

Cleaning Operative	Ref: NIW/14195
Hours: 6 days out of 7 start from 5.5am – 7.15am	Wage: Meets National Minimum Wage
Early Morning Cleaner required for local supermarket in East Cowes, full training and uniform provided. Duties include: Sweeping, mopping, emptying bins, dusting, hoovering and all other cleaning tasks. For further details, please telephone Jobseeker Direct on 0845 6060 234. Lines are open 8.00am - 6.00pm weekdays only. All calls are charged at local rate, but call charges may be different if you call from a mobile phone.	

LOCATION: ISLANDWIDE

Distributors	Salian Group	Ref: RFM/8131 (Ryde) RFM/8132 (Sandown) RFM/8195 (Ryde)
Hours: 37½ p/w over 5 days	Wage: Commission only	
This is a self-employed vacancy. Distributors required for delivery and collection of company brochures and customer ordered merchandise. No qualifications needed as full training is given. Very flexible with individuals choosing their own working hours. Excellent incomes for ambitious people who are interested in team-leadership. Application is online. Please leave your details and you will be sent further information via email with a link for you to watch an online DVD of the opportunity. Self-employed people are responsible for paying their own National Insurance contributions and Tax. For information on how benefits are affected and whether entitlement may be lost speak to a Jobcentre Plus Adviser. The Company has given an assurance that this vacancy enables workers to achieve a wage equivalent to the National Minimum Wage rate. You can apply for this job by visiting www.my-new-life.co.uk and following the instructions on the webpage.		

Christmas Casual	Royal Mail	Ref: NIW/14249
Hours: Full time and Part-time over 7 day shifts	Wage: From £6.20 p/h	
Duties include either sorting or delivery work. Sorting is undertaken accurately by hand, and involves bagging and moving mail. Must be able to stand for long periods, lift and carry up to 11kg and push containers up to 250kg. Will be working in a loud, busy factory-style environment, segregating the mail by machine or by hand and bundling it into the correct bags. Must have ability to understand and carry out instructions and work under pressure and to tight deadlines. Applicants must be flexible and adaptable as you are likely to take on several different tasks during a shift including delivery rounds. Successful applicants are required to provide a CRB check. CRB expense will be met by employer. Applicants must be eligible to work in the UK. Pay rates dependant on location and shift. Start dates between 05 November and 10 December.		

Anglian Home Improvements	Ref: NIW/14041
Hours: Full & Part-time Roles	
Are you a Student Back for the Summer? Do you want to earn some extra cash? Are you good with People? Are you motivated? Then Get in touch. We are a national company looking for people on the Island to work afternoons with no early starts, who are good with people and want to earn more than minimum wage. If this is you then please get in touch. Immediate starts available, no experience necessary. You can apply for this job by telephoning 0783 7206544 ext 0 and asking for Daniel Lawton.	

LOCATION: ISLANDWIDE

Face to Face Customer Service Officer	Nat West Bank	Ref: NIW/14138
Hours: 17½ p/w Monday – Saturday	Wage: Meets National Minimum Wage	Closing date: 07/09/2012

At RBS, the vision for UK Retail is to become Britain's most helpful and sustainable bank. Our people are key in helping us achieve this, which is why we place a high priority in recruiting the very best people with the right skills, experience and behaviours. As the face of the bank, you will be part of a team ensuring we listen to our customers, help and support them. With so many aspects, from greeting customers to discussing their needs, things are sure to stay interesting and with you identifying sales opportunities and working to targets to deliver a more helpful service, there is real job satisfaction to be had too. You can apply for this job by visiting www.jobs.rbs.com and following the instructions on the webpage.

Merchandiser	Tradewins UK Ltd	Ref: RFM/8213
Hours: Unspecified	Wage: Meets National Minimum Wage	Closing date: Unspecified

Tactical merchandiser required for various retail outlets. Flexible hours, but must meet deadlines set. Additional hours may be available for holiday cover. The ability to take digital photos and to download from a computer is required. Please put the postcodes you are applying for in the subject box on the email.

LOCATION: NEWPORT

Link Support Officer	Ref: NIW/14229
Hours: 15 p/w	Wage: £8.32 p/h

The Link Support Officer will support the Isle of Wight Local Involvement Network (Link) host team to fulfill the work plan priorities set by the Link. Stewardship group and identified by members of the public. Candidates should have good administration, research skills, be able to work on their own initiative, collate data and produce reports, as well as possess excellent interpersonal and communication skills. You should be well organised and confident in using different IT packages.

Distributor	Ref: NIW/14219
Hours: Flexible hours	Wage: £6.50 - £25 p/h

This is a self employed vacancy. You will be delivering and collecting home shopping catalogues in your local area. Arranging and delivering customer ordered merchandise. No cold calling involved as the products sell themselves. Much more available to those who are ambitious including leadership opportunities. Please apply on-line at . www.visionfocusgroup.co.uk and FURTHER DETAILS WILL BE EMAILED TO YOU. The company has given an assurance that this vacancy enables workers to achieve a wage equivalent to the National Minimum Wage rate. Self-employed people are responsible for paying their own National Insurance contributions and Tax. For information on how benefits are affected and whether entitlement may be lost, speak to a Job centre Plus Adviser.

LOCATION: NEWPORT

Cleaner	Ref: NIW/14234
Hours: 10 p/w, 6 days over 7, between 8am and 10am	Wage: £6.20 p/h
This position is working 6 days over 7 and will include Sundays. Retail cleaning and buffing experience is not essential but would be preferred. Duties involve sweeping, dusting, mopping, buffing, cleaning toilets and all associated tasks.	

Care Assistants	Newcross Healthcare	Ref: NIW/14150
Hours: Shifts	Wage: Exceeds National Minimum Wage	Closing date: 05/09/2012
Newcross Healthcare Solutions is a well established healthcare provider across the UK. Due to a number of contract wins in the area, we are urgently looking for experienced carers to work in and around the Isle of Wight. There are flexible hours to suit the right candidates, so if you are looking for an exciting challenge, please apply today. For further details, please telephone Jobseeker Direct on 0845 6060 234. Lines are open 8.00am - 6.00pm weekdays only. All calls are charged at local rate. Call charges may be different if you call from a mobile phone. Alternatively, visit your local Jobcentre Plus Office and use the customer access phones provided to call Jobseeker Direct. The textphone service for deaf and hearing-impaired people is 0845 6055 255.		

Retail Store Cleaner	Clockwork Contracts Management	Ref: NIW/14163
Hours: Mon, Tues, Thurs & Fri 8.30am – 10am	Wage: £6.50 - £7.00 p/h	
We need an experienced cleaner 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-10.30am. Total Hours are 6 hours week. 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. You can also send a CV/written application to Ria Lacovara at Clockwork Contracts Management, 1 St. Davids Court, Top Station Road Industrial Estate, BRACKLEY, Northamptonshire, NN13 7UG or to job@clockworkcontracts.co.uk .		

Kitchen Assistant	Blackwater Mill Residential Home	Ref: NIW/14164
Hours: 21 p/w over 5 days	Wage: £6.23 p/h	Closing date: 11/09/2012
You must hold a suitable food & hygiene certificate. Your duties will include preparing food in a hygienic manner, serve morning and afternoon tea/coffee to all residents in either their room or communal area. Ensure food is used within prescribed period and all equipment and cleaning materials are properly used, preparation of menu meals to required standard. Assist in economic use of materials. Support kitchen supervisor/chef in kitchen in most effective operational way. To keep a high standard of personal cleanliness and appearance. Flexibility is essential as additional shifts may be required to cover annual leave/sick to perform other such duties as may be required. Successful applicants are required to provide an enhanced disclosure. Disclosure expense will be met by employer. You can apply for this job by sending a CV/written application to Barbara Wain at Blackwater Mill Residential Home, Blackwater, Newport, Isle of Wight, PO30 3BJ.		

LOCATION: VENTNOR

General Labourer	Ref: NIW/14228
Hours: 40 hrs over 5 days	Wage: £6.50 p/h
General labourer to assist various trades and general site duties. Must be able to work ahead of trades to maintain progress of work. Would suit an applicant looking to progress through to trade skills. Subject to the applicant and work load this position may become permanent. Successful applicants are required to provide a standard disclosure. Disclosure expense will be met by applicant.	

LOCATION: RYDE

Waiting Staff	The Royal Esplanade Hotel	Ref: RFM/8144
Hours: Up to 30 p/w, Monday-Sunday, between 7.45am and 9.30pm	Wage: £6.08 p/h	
Must have good communication skills. No experience required as full training can be provided. Duties to include taking orders, serving customers, waiting-on up to 29 people at any time and other related tasks as required. You can go and see the employer about this job without telephoning beforehand. Ask for Jamie or Eva at The Royal Esplanade Hotel, 16 Esplanade, Ryde, Isle of Wight, PO33 2ED, telephone: 01983 562549.		

Trainee Door to Door Salesman	Anglian Home Improvements	Ref: RFM/8138
Hours: 40 p/w (Mon-Sat, 9am-9pm)	Wage: £7.40 p/h £9.00 p/h weekends	
This is a self employed vacancy. The company has given an assurance that this vacancy enables workers to achieve a wage equivalent to the National Minimum Wage rate. No experience necessary as full training will be given. Duties to include speaking to customers face to face promoting our great range of products and generating appointments for our sales force. The successful applicant must be self-motivated, driven and ambitious. We offer a long term career path and monthly bonus and incentives. Self-employed people are responsible for paying their own National Insurance contributions and Tax. For information on how benefits are affected and whether entitlement may be lost, speak to a Jobcentre Plus Adviser. Call Keith on 07918691765 or e-mail Keith.milligan@angliangroup.com You can apply for this job by telephoning 07918 691765 and asking for Keith Milligan.		

Trainee Sales Executive	Anglian Home Improvements	Ref: RFM/8140
Hours: 38 p/w	Wage: OTE £18,000 - £30,000 per annum	
This is a self employed vacancy. The company has given an assurance that this vacancy enables workers to achieve a wage equivalent to the National Minimum Wage rate. Travel/training provided. Successful applicant will be dedicated, focused and energetic. Job role involves liaising with potential clients finding solutions to the home improvements needs. Self-employed people are responsible for paying their own National Insurance contributions and Tax. For information on how benefits are affected and whether entitlement may be lost, speak to a Jobcentre Plus Adviser. Call Keith on 07918691765 or e-mail Keith.milligan@angliangroup.com You can apply for this job by telephoning 07918 691765 and asking for Keith Milligan.		

LOCATION: RYDE

Appointment Maker	Anglian Home Improvements	Ref: RFM/8134
Hours: Full Time hours, 5.5 days per week, some evenings	Wage: £150 - £400 per week (OTE)	
<p>This is a field based role transport is provided. We are looking for motivated people with excellent communication skills to promote our latest products and offers. No experience necessary as full training is provided. You can apply for this job by sending a CV/written application to Keith Milligan at Anglian Home Improvements, Keith.milligan@angliangroup.com or call 07918691765.</p>		

Care Worker	Angel Care Domiciliary Services	Ref: RFM/8076
Hours: 10-20 p/w, 7 days p/w, between 7am and 10pm	Wage: £7.40 p/h £9.00 p/h weekends	
<p>Part time care worker positions available to cover the South and West of the Island. No experience is necessary as full training will be provided. Own transport essential due to the location. Must be flexible with reference to working hours as you will be required to work evenings and weekends. Successful applicants are required to provide an enhanced disclosure. Disclosure expense will be met by employer. You can apply for this job by telephoning 01983 616251 ext 0 or 0743 5976864 ext 0 and asking for Charlie Messenger or e-mail info@angelcareiow.co.uk</p>		

Chef / Cook	Fleming Arms	Ref: RFM/8124
Hours: 16+ p/w over 5 days, between 11am & 10pm	Wage: Exceeds National Minimum Wage	
<p>Must have an up to date food hygiene certificate and be able to follow instructions. Previous kitchen experience is essential. Must be able to work alone and unsupervised as well as part of a team. Duties include food preparation and cooking from a homemade food traditional pub menu, cleaning the kitchen to maintain hygiene standards and any other related duties as required. May suit some one at NVQ Level 2 or equivalent or working towards their NVQ Level 3 or equivalent. You can apply for this job by telephoning 01983 563415 and asking for Chrissie Quinn.</p>		

Chef/Cook	Fleming Arms	Ref: RFM/8124
Hours: 16+ p/w, up to 5 days (between 11am – 10pm)	Wage: Exceeds National Minimum Wage	
<p>Must have an up to date food hygiene certificate and be able to follow instructions. Previous kitchen experience is essential. Must be able to work alone and unsupervised as well as part of a team. Duties include food preparation and cooking from a homemade food traditional pub menu, cleaning the kitchen to maintain hygiene standards and any other related duties as required. May suit some one at NVQ Level 2 or equivalent or working towards their NVQ Level 3 or equivalent. You can apply for this job by telephoning 01983 563415 and asking for Chrissie Quinn.</p>		

Kitchen Porter	Yelfs Hotel	Ref: RFM/8202
Hours: 16 p/w 3 days from 7, split shifts from 9.30am – 2pm and 5.30am – 9.00pm	Wage: Exceeds National Minimum Wage	
<p>No experience required as training will be given. Duties will include assisting the Head Chef, cleaning and pot washing. Applicants can also collect an application form from reception. Position is permanent.</p>		

LOCATION: RYDE

Dispenser	Boots	Ref: RFM/8203
Hours: 37 ½ 5 p/w Monday – Saturday, 8.30am – 6.30pm on rota	Wage: Meets National Minimum Wage	
<p>You will provide outstanding customer care and contribute to a professional pharmacy service that exceeds customer expectations. Excellent customer care will drive profitable sales. You will keep up-to-date with all the various promotions within store, so that you can provide customers with relevant information. You will share and celebrate your successes, and identify best practice across local stores, to ensure that outstanding customer care is always provided. You'll be a role model for the customer-led attitude. You will create a culture that's passionate about doing the right thing for them, so they leave your store happy and come back soon. Temp to cover maternity may lead to permanent. Apply online: www.boots.jobs Opens new window (unless JavaScript disabled) with ref: BOOTS64237. Do not call into Store for applications. This job may close early if there is a high response.</p>		

Distributors required for a delivery	Ref: RFM/8131
Hours: 37.5 hrs over 5 days	Wage: Commission only
<p>This is a self-employed vacancy. Distributors required for delivery and collection of company brochures and customer ordered merchandise. No qualifications needed as full training is given. Very flexible with individuals choosing their own working hours. Excellent incomes for ambitious people who are interested in team-leadership. Application is online. Please leave your details and you will be sent further information via email with a link for you to watch an online DVD of the opportunity. Self-employed people are responsible for paying their own National Insurance contributions and Tax. For information on how benefits are affected and whether entitlement may be lost speak to a Jobcentre Plus Adviser. The Company has given an assurance that this vacancy enables workers to achieve a wage equivalent to the National Minimum Wage rate.</p>	

Shop Manager	Cancer Research UK	Ref: RFM/8204
Hours: 37.5 over 5 days	Wage: £7.50 p/h	
<p>Cancer Research UK is recruiting a Shop Manager for the Ryde Shop. The role of shop manager is very varied. Whether you're using your merchandising display skills, managing a diverse group of volunteers, sorting the stock, meeting the targets or making decisions, every day is different. Must be commercially aware with an understanding of high street retail fashion and experience of managing a diverse team of people. Good interpersonal skills, the ability to use own initiative, and to effectively organise, with good time management and prioritisation skills are important, together with good written and numeric skills. Experience of working with sales and profit targets. Permanent, full-time. Salary: £14,625 per annum. Closing date: 25th September 2012.</p>		

Bar Person	Royal Pier Hotel	Ref: RFM/8188
Hours: 10+ p/w, 2+ days p/w	Wage: Meets National Minimum Wage	
<p>Must be aged 18+ due to licensing laws. Duties include serving on the bar, clearing tables, dealing with customers and general bar duties. Previous experience is essential. The employer has claimed an exception under the Equality Act 2010.</p>		

LOCATION: SANDOWN

Waiting Staff	Parkbury Hotel	Ref: RFM/8155
Hours: 16-20 p/w, Between Monday - Sunday, Split Shifts	Wage: Meets National Minimum Wage	
<p>Experience is preferred, but training will be provided. Duties will be to serve meals, taking orders, the laying and clearing of tables, working with a team serving up to 85 covers. This position is fixed term until 2nd January 2013. There is NO live in accommodation available with this position. Applicant must be flexible to business needs, and be prepared to work a Saturday or a Sunday on each weekend. Shift times will be 8am-11:00am and 6.00pm-7.30pm. Please call between 9am-5pm. You can apply for this job by telephoning 01983 402508 and asking for Nichola Stone.</p>		

Parkbury Hotel		
Commis Chef / 2nd Chef	Ref: RFM/8156	
Hours: 40 p/w, over 6 days 7am-11am and 4:30pm to 8pm	Wage: Negotiable depending on experience	
<p>Must have previous experience. Must have NVQ Level 1 or 2 or equivalent in food. A basic food hygiene certificate is an advantage. You will be required to cook breakfasts, assist the head chef in preparation for the evening meal, some portering duties involved, keeping the kitchen clean and tidy, making sure stock is rotated properly, seeing in deliveries and all other associated tasks as required. You can apply for this job by telephoning 01983 402508 and asking for Nichola Stone.</p>		

Bar Person	Royal Pier Hotel	Ref: RFM/8188
Hours: Up to 40 p/w over 5 days, 7.30am – 8pm	Wage: Meets National Minimum Wage	
<p>Must be aged 18+ due to licensing laws. Duties include serving on the bar, clearing tables, dealing with customers and general bar duties. Previous experience is essential. The employer has claimed an exception under the Equality Act 2010. You can apply for this job by telephoning 01983 403187 and asking for June O'Reilly.</p>		

Receptionist / Reservations	Melville Hall Hotel	Ref: RFM/8159
Hours: Up to 40 p/w over 5 days, 7.30am – 8pm	Wage: Meets National Minimum Wage	
<p>Must have previous reception or administration experience. Must be of smart appearance and have excellent communication skills. Must be IT literate with good numeracy skills. Must be able to work well as part of a team as well as on own initiative. Duties to include answering the telephone, taking bookings, checking guests in and out and all related tasks as required. You can apply for this job by telephoning 01983 400500 and asking for Daniel Boyden or email your CV to enquiries@melvillehall.co.uk</p>		

Cleaner	T & H Contract Services Limited	Ref: RFM/8175
Hours: 5 p/w (6-8.30AM, Tues and Fri)	Wage: £6.10 p/h	
<p>Cleaner required in retail store, 5 hours per week, 6-8.30am on Tuesday and Friday mornings. Based within Sandown Co-op, Isle of Wight. Duties include sweeping, mopping and buffing the retail floor and back of house areas, emptying the bins and cleaning the staff toilets. Please apply via our website www.tandhcontractservicesltd.co.uk</p>		

LOCATION: SANDOWN

Care Assistant	Autumn House Residential Home	Ref: RFM/8193
Hours: 26 p/w Saturday – Sunday 1pm – 8pm	Wage: Negotiable on qualification and experience	
<p>Must have experience of working with high dependency dementia patients, have a flexible approach to working and be able to work as part of a team in a challenging environment, be patient, calm with good communication skills. Duties involve delivering personal care to clients including bathing, assisting with dressing, providing support at meal times and all related tasks as required. There will be some cleaning duties. Must be flexible regarding working hours as may be required to cover sickness and holidays. Successful applicants are required to provide an enhanced disclosure. Disclosure expense will be met by employer.</p>		

School Cleaner	Academies Enterprise Trust	Ref: RFM/8211
Hours: Term time only	Wage: £5971 per annum	
<p>We are seeking a School Cleaner to join our large and friendly site team. The main duties include general cleaning of corridors and classrooms, some use of Altro floor scrubber dryer will be required. The usual hours of work are from 3.00p.m. This position is for 20 hours per week, term time only plus 12 additional days. Each of the academies within the. AET is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. A Criminal Records Disclosure at Enhanced Level will be required for all posts and will be funded by the AET. You can apply for this job by visiting www.academiesenterprisetrust.org/careers and following the instructions on the webpage.</p>		

Second Chef	Carlton Hotel	Ref: RFM/8200
Hours: 30 - 35 p/w, 6 days from 7, between 6.30am and 8.30pm split shifts	Wage: Exceeds National Minimum Wage	
<p>Previous mass catering experience is essential. Must hold a valid food hygiene certificate. Duties include food preparation for 200+ covers for each sitting. Must be able to run the kitchen in the absence of the head chef. Apply by telephoning 01983 403202 and asking for Sophie Fox.</p>		

Waiting Staff	Ref: RFM/8209	
Hours: 16 - 25 p/w, 3-4 days over 7, 8.00am – 11.00am, 6.00pm – 11.00pm	Wage: Exceeds National Minimum Wage	
<p>Previous experience is essential for this role. Own transport desirable due to location and shift patterns. We are a busy coaching style hotel. Ideal candidate must possess excellent communication skills, like to interact with the general public and be presentable for this customer-facing role and flexible to meet business needs. Duties include serving customers with breakfasts and dinners, depending on shift, waiting on and re-setting tables and any other associated tasks as required. Immediate start. Applicant may call in to employer and complete application form.</p>		

LOCATION: SANDOWN

Waiting Staff	Ref: RFM/8199
Hours: 33 p/w, 6 days over 7, between 7.15am to 9.15pm Split Shifts	Wage: Exceeds National Minimum Wage
Must have good customer service and communication skills. Previous experience is essential. Will be serving 30+ people during service. Duties involve taking orders, serving meals, clearing away and re-setting tables and keeping all areas clean and tidy. No live-in accommodation is available for this position. Applicants can also email with contact details to carltonhotel@aol.com	

LOCATION: SEAVIEW

Chamber Person	Seaview Hotel	Ref: RFM/8191
Hours: 20 p/w over 5 days	Wage: Exceeds National Minimum Wage	
Providing full range of housekeeping and laundry services in top quality hotel. Experience preferred but not essential. You can apply for this job by sending a CV/written application to Dianna Woodward-Parker at Sea View Hotel, reception@seaviewhotel.co.uk .		

LOCATION: SHANKLIN

Housekeeper	Luccombe Hall Hotel	Ref: RFM/8164
Hours: 16 - 25 p/w between 9am - 2:30pm over days	Wage: Meets National Minimum Wage	
Previous experience is preferred but not essential. Duties include cleaning guests' bedrooms to a high standard and the public areas of the hotel and any other tasks as requested. You can apply for this job by telephoning 01983 869000 and asking for Mrs Clare Farrelly.		

Chef	Mayfair Hotel	Ref: RFM/8177
Hours: 40 p/w over 5 days between 7am and 9pm	Wage: Meets National Minimum Wage	
Must have City and Guilds 706/1/2, NVQ, or equivalent with a food hygiene certificate. Duties will include preparing and cooking fresh food and all other duties required. Cleaning down at the end of the shift. Uniform provided. You can apply for this job by telephoning 01983 862168 and asking for Jasumapi Patel.		

LOCATION: SHANKLIN

Cleaners	Landguard Holiday Resort	Ref: RFM/8165
Hours: 16 p/w, Fri, Sat and Mon, between 9am - 4pm	Wage: £9 per caravan, £16.50 per lodge	
No experience required as full training can be given. Duties include cleaning lodges and caravans to a high standard. Wages are £9.00 per caravan and £16.50 per lodge. You will be cleaning 3 lodges or 5 caravans per day on average. Temporary until 31st October 2012. Applicants to call around for an application form or telephone 01983 863100.		

LOCATION: SHANKLIN

Waiting Staff	Luccombe Hall Hotel	Ref: RFM/8146
Hours: 30-40 p/w, over 5/6 days, between 7am and 10pm	Wage: Meets National Minimum Wage	
Previous experience within a similar role is preferred but not essential. Must provide references. Duties include waiting on tables, customer service, taking orders, clearing tables and all other associated tasks as required. Split shifts of mornings, evenings and weekends. You can apply for this job by telephoning 01983 869000 and asking for Mrs Clare Farrelly.		

Waiter / Waitress	Keats Green Hotel	Ref: RFM/8171
Hours: 36 p/w over 6 days between 7:45am to 9:30pm	Wage: £6.10 p/h	
Previous experience is preferred but not essential. Duties include waiting on tables, serving customers, laying up of tables, clearing tables and any other duties as required. You can apply for this job by telephoning 01983 862742 ext 0 and asking for Kathryn Mallet.		

Assistant Chef	Luccombe Hall Hotel	Ref: RFM/8157
Hours: 25 - 40 p/w over 6 days, between 7am – 9:30pm (split shifts)	Wage: Exceeds National Minimum Wage	
Must have previous experience in a similar role. Must be capable of assisting the Head Chef in cooking and preparing food to a high standard. Will include working weekends and bank holidays. Duties will also include general kitchen duties including cleaning. Split shifts. May include hours at our hotel in Sandown. You can apply for this job by telephoning 01983 869000 and asking for Mrs Clare Farrelly.		

Administrative Assistant	Hotel - Shanklin	Ref: RFM/8192
Hours: 10 hours p/w over 3 days	Wage: Meets National Minimum Wage	
We are looking for an administrative assistant for our hotel. Duties include data entry, stock control and other day to day administrative work. Training provided.		

Cleaner	Villa Mentone Hotel	Ref: RFM/8198
Hours: 20 p/w over 4 days	Wage: Meets National Minimum Wage	
Well established hotel in Shanklin looking for an experienced Cleaner to join their team. Should be able to work on own initiative. Tasks include cleaning guestrooms, hoovering, maintaining windows and other day to day cleaning work.		

LOCATION: ST HELENS

Waiting Staff	Baywatch on the Beach	Ref: RFM/8126
Hours: As required, no set pattern	Wage: Negotiable, depending on experience	
Experience not essential as full training can be provided. Working in a busy restaurant environment providing high quality customer service right next to the beach. Seasonal position - until end of October 2012. You can apply for this job by sending a CV/written application to Paul Knowlson at Baywatch on the beach, baywatchiow@aol.com or call 0797 089 7547.		

Chefs	Baywatch on the Beach	Ref: RFM/8142
Hours: 40 p/w between Monday and Sunday, between 9am and 10pm	Wage: Negotiable, depending upon experience	
Chefs required - Cold and Hot Chefs. Must be able to work efficiently in a busy, high volume kitchen to a high standard of customer service. Wage is up to £500 per week. Seasonal position, immediate start. E-mail CV or call 0797 089 7547.		

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 Care Assistant	Elms Nursing & Residential Home	Ref: VAC000177315
Hours: 30 p/w over 7 days varied shifts	Wage: £78 p/w	Closing Date: 10/09/2012
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. Training to be Provided: Full apprenticeship training, including Diploma level 2 in Health & Social Care qualification, key skills and technical certificate. All training to be carried out at the care home by a training provider. Skills Required: Patience, good listening skills, caring nature. Flexibility with approach to work. Qualifications Required: None as full training will be provided. Personal Qualities: Trustworthy, caring and enthusiastic person, capable of working on own initiative and as part of a team.		

LOCATION: BEMBRIDGE

Apprentice Activity Instructor	Kingswood Learning & Leisure Group Ltd	Ref: VAC000194660
Hours: 48 p/w over 6 days	Wage: £125.76 p/w	Closing Date: 05/05/2013
<p>If you're looking for the adventure of a lifetime and a chance to work towards recognised outdoor industry qualifications, inspiring children to learn through having fun, aged 18+ then Kingswood could be the place for you! We're all about inspiring children to learn through having fun, we call it "learning in action". You will feel what it is like to make the difference in a child's life when they maybe don't even recognise it. Our 12 month Instructor Programme is the perfect starting-point for you if you're considering a career in the outdoor, leisure or education industry. You will not only learn how to do things that not so long ago you wouldn't have thought possible – you will also discover how to inspire, thrill and motivate young minds to do the same. You will be working with children aged 6-18, delivering and assisting with sessions such as aeroball, high ropes, archery, ICT and environmental studies.</p> <p>Training to be Provided: NVQ level 2 in Activity Leadership</p> <p>Qualifications Required: No qualifications or experience required as full training will be given but candidate should have basic literacy and numeracy skills to be able to complete the Level 2 Apprenticeship. You must not have an NVQ level 2 in Activity Leadership or Sport & Recreation or an NVQ level 3, HND, HNC or Degree.</p> <p>Personal Qualities: Candidate must have a passion for working with children. The vacancy is based in a large, lively team and therefore the candidate must work well in team situations.</p> <p>The role will involve working outdoors in all weathers & standing for long periods. Due to the nature of the business you would be required to work evenings and weekends. If you are short listed you will be required to attend an assessment weekend at one of our UK locations.</p>		

LOCATION: EAST COWES

Apprentice Care Assistant	Solent View	Ref: VAC000159684
Hours: 30 p/w over 5 days	Wage: £78 p/w	Closing Date: 10/09/2012
<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 team, and be flexible with approach to working in a demanding and challenging but highly satisfying environment.</p> <p>Training to be Provided: Full apprenticeship training, including Diploma level 2 in Health & Social Care qualification, key skills and technical certificate. All training to be carried out at the care home by a training provider.</p> <p>Skills Required: Motivated, caring and understanding personality, patience and with good listening skills.</p> <p>Qualifications Required: None as full training will be provided.</p> <p>Personal Qualities: Trustworthy, caring and enthusiastic person, capable of working as part of a team and alone.</p>		

LOCATION: NEWPORT

Care Assistants	Carewatch	Ref: VAC000137444
Hours: 30 variable hours	Wage: £216 p/w	Closing Date: 10/09/2012
<p>Carewatch have vacancies across the Isle of Wight 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> <p>Training to be provided: Full training will be provided, including Diploma level 2 and 3 in Health & Social Care qualification, key skills and technical certificate.</p> <p>Skills Required: Compassionate, motivated, caring and understanding personality, patience with good listening skills.</p> <p>Qualifications Required: Full training will be provided.</p> <p>Personal Qualities: Trustworthy, friendly, reliable and respectful at all times.</p>		

Apprentice Trading Assistant	Age UK	Ref: VAC000194811
Hours: 30 p/w (Mon-Fri 9am to 2pm)	Wage: £78 p/w	Closing Date: 14/09/2012
<p>As Apprentice Trading Assistant you will be involved in all day to day activities which include answering telephone calls from clients, make appointments with Trading Officer, taking messages, provide reception service for clients visiting Trading Office and undertake Financial Services Authority and AGE UK Enterprises training relating to the sale of Age UK Enterprises products and services.</p> <p>Training to be provided: Level 2 NVQ certificate in Business & Administration(competence) Level 2 Certificate in Principles of Business and Administration(Knowledge) Transferable Skills-English, Maths and ICT, ERR and additional off the job training with HTP.</p> <p>Skills Required: The ability to use own initiative, excellent communication skills</p> <p>Qualifications Required: GCSE Maths and English or equivalent</p> <p>Personal Qualities: Enthusiasm, willingness to learn, conscientious, reliable and punctual</p> <p>With Training and Experience, the long term potential exists to become a Trading Officer, with the opportunity to progress within the organisation.</p>		

LOCATION: RYDE

Apprentice Assembler	Neutrik Group	Ref: VAC000198256
Hours: 38¼ p/w (Mon– Thurs 8–5, Fri 8-12.15)	Wage: £153 p/w	Closing Date: 16/09/2012
<p>Neutrik are looking to recruit three eager Apprentices to join our busy team. Primarily the apprentice will be required to be part of our specialist soldering team, although all Apprentices will be expected to be able to work across all areas of our production. You will be joining various teams across the workplace, assisted and mentored by our supervisors who are looking for quality, accuracy an attitude to work. You will learn a range of skills including Neutrik specific soldering skills, cable work and assembly of components, producing high quality award winning products.</p> <p>Training to be provided: Working with SETA, our training provider, Neutrik have designed an Apprenticeship training programme that meets our needs and will challenge our Apprentices to do well. You will begin an Intermediate Apprenticeship, working towards an NVQ Level 2 in ‘Performing Manufacturing Operations’, which will require the individual to gain some of the qualification by attending the SETA training facilities in Millbrook, Southampton and assessment in the workplace at Neutrik.</p> <p>Skills Required: Evidence of practical hobbies will be an advantage.</p> <p>Qualifications Required: Applicants should have 4 GCSEs or equivalent at grades C or above, including English language, Maths and a Science subject (predicted grades or equivalent qualifications). Candidates will also be asked to sit some aptitude tests.</p> <p>Personal Qualities: An interest in engineering will be essential, as will be a mature attitude towards health and safety.</p>		

Motor Vehicle Apprentice	D H Price Motors	Ref: VAC000198690
Hours:40 p/w 5 out of 7 days	Wage: £106 p/w	Closing Date: 14/09/2012
<p>This vacancy will require the successful candidate to work within a busy garage setting with an established and supportive team. There will be various kinds of vehicle maintenance to be covered and attendance at the IW College 1 day per week is part of the agreement of the apprenticeship. Good customer service skills are essential and ideally some knowledge and experience in mechanics, even if it has just been a hobby. This job will require good hand/eye coordination, problem solving skills and a good work ethic.</p> <p>Training to be provided: A Level 2 Intermediate Apprenticeship consisting of: QCF Level 2, Diploma in Motor Vehicle, Technical Certificate (Day release at IW College), Key/Functional Skills.</p> <p>Skills Required: The ability to work to deadlines Excellent timekeeping skills, Good communication skills, The ability to ask for help if needed, Capable of taking and implementing instructions, To fit in to a small and hard working team, Good customer service skills, Understanding the need to complete 'job sheets' correctly, Good IT skills as there will be some diagnostic work required, Problem solving skills, Must adhere to Health & Safety standards.</p> <p>Qualifications Required: This employer does not require any formal qualifications but dedication and motivation are very important. Alongside this reliability, trustworthiness and being responsible are vital and something that this employer require</p> <p>Personal Qualities: A good work ethic, Capable of paying attention to detail, Motivation, Dedication, Reliability, Drive and ambition to succeed, Friendly personality, Willingness and helpfulness.</p>		

LOCATION: SEAVIEW

Marine Engineering/Boatman Apprenticeship	Sea View Yacht Club	Ref: VAC000197654
Hours: Monday-Friday 9am to 5pm	Wage: £150 p/w	Closing Date: 14/09/2012
<p>The successful candidate will be required to: Aid in the maintenance and refurbishment of a variety of boats, Help with the day to day running of the SVYC launch service for it's members and visitors, Work on a day to day basis with the Head Boatman and his assistant on many on and off the water jobs, Provide safety cover during club races, Aid in the running of the club races and regattas, On the water boat maintenance, Club house maintenance and repair, Painting, varnishing, surface preparation, GRP wood and electrical work, Inboard and outboard service and repair, Sail repair, Assist other staff, members, charterers and guests when required</p> <p>Training to be provided: Intermediate Marine Engineering apprenticeship. Level 1 Key Skill in Application of Number, Level 1 Key Skill in Communication, Level 1 Key Skill in ICT. Training to include a 1 day release per week at the Isle of Wight College.</p> <p>Skills Required: Powerboat and sailing experience, Boat cleaning, repair, maintenance, Customer Service skills</p> <p>Qualifications Required: No specific qualifications are required, although holders of First Aid, VHF Licence, RYA Powerboat Level 2, RYA Safety Boat would be desirable. Training is available for the successful applicant if they do not have all of the qualifications.</p> <p>Personal Qualities:</p> <ul style="list-style-type: none"> • Hardworking • Polite • Outgoing/Confident with people • Smart appearance • Keen and eager attitude to learn on the job 		

LOCATION: SHANKLIN

Apprentice Care Assistant	Greyfriars	Ref: VAC000178188
Hours: 30 p/w over 5 days varied shifts	Wage: £120 p/w	Closing Date: 10/09/2012
<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: Full apprenticeship training, including Diploma level 2 in Health & Social Care qualification, key skills and technical certificate. All training to be carried out at the care home by a training provider.</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: SHANKLIN

Apprentice Care Assistant	Springfield Private Nursing Home	Ref: VAC000177349
Hours: 30 p/w over 7 days varied shifts	Wage: £78 p/w	Closing Date: 10/09/2012
<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: Full apprenticeship training, including Diploma level 2 in Health & Social Care qualification, key skills and technical certificate. All training to be carried out at the care home by a training provider.</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: ST HELENS

Business Administration Apprenticeship	St Helens Medical Centre	Ref: VAC000198493
Hours: 37.5 p/w Monday - Friday	Wage: £131.25	Closing Date: 14/09/2012
<p>St Helens Medical Centre is situated in St Helens on the Isle of Wight. St Helens Medical Centre aim to provide the highest standard of personal health care. As a medical receptionist you will be required to provide a point of contact for patients. Ensure effective communication between patients and members of the primary care health team, other health care professionals and associated agencies and organisations. To provide clerical support to the practice. Your duties will include:</p> <p>Dealing with Patients: Operating the appointments systems, Dealing effectively with patient queries/complaints and giving simple advice where appropriate, both face-to-face and over the telephone, Processing patient registrations, Handling requests for repeat prescriptions, Observing patient confidentiality</p> <p>Administration: Co-ordinating and managing computerised clinic recall systems, Managing filing systems, Using e-mail as the preferred messaging system, Processing incoming and outgoing mail, Assisting GPs and practice nurses.</p> <p>Specialist Tasks Handling scanning and DocMan electronic document management system, Opening and securing the premises, Stocking and tidying consulting rooms/waiting rooms/own work area, Observing practice Health and Safety policies.</p> <p>Training to be provided: You will be required to undertake an apprenticeship framework to include: NVQ Certificate in Business Administration, Certificate in Principles of Business Administration (Knowledge), Functional Skills in English, Maths and ICT, Employment Rights and Responsibilities.</p> <p>Qualifications Required: GCSE Grade C and above or equivalent and access to transport</p> <p>Skills Required: Excellent communication skills, Ability to deal with members of the public in a variety of situations, some of which may be quite demanding, Ability to follow instructions, Good and effective literacy and numeracy skills, Ability to work as part of an integrated multi-skilled team - good interpersonal skills to develop and maintain effective working relationships</p> <p>Personal Qualities: Good sense of humour, Personable, Attention to personal detail and presentation.</p>		

LOCATION: TOTLAND BAY

Apprentice Care Assistant	Eden House	Ref: VAC000198023
Hours: 30 p/w over 7 days varied shifts	Wage: £79.50 p/w	Closing Date: 17/09/2012
<p>Working as part of a dedicated 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: Full apprenticeship training, including Diploma level 2 in Health & Social Care qualification, key skills and technical certificate. All training to be carried out at the care home by a training provider.</p> <p>Qualifications Required: None as full training will be provided.</p> <p>Skills Required: Patience, good listening skills, caring nature. Flexibility with approach to work.</p> <p>Personal Qualities: Trustworthy, caring and enthusiastic person capable of working on own initiative and as part of a team.</p>		

Apprentice Care Assistant	Down House	Ref: VAC000172109
Hours: 30 p/w over 5 days	Wage: £78 p/w	Closing Date: 10/09/2012
<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: Full apprenticeship training, including Diploma level 2 in Health & Social Care qualification, key skills and technical certificate. All training to be carried out at the care home by a training provider.</p> <p>Qualifications Required: None as full training will be provided.</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>		

Apprentice Care Assistant	Eden House	Ref: VAC000198023
Hours: 30 hours over 7 days various shifts	Wage: £79.50 p/w	Closing Date: 17/09/2012
<p>Working as part of a dedicated 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: Full apprenticeship training, including Diploma level 2 in Health & Social Care qualification, key skills and technical certificate. All training to be carried out at the care home by a training provider.</p> <p>Qualifications Required: None as full training will be provided.</p> <p>Skills Required: Patience, good listening skills, caring nature. Flexibility with approach to work.</p> <p>Personal Qualities: Trustworthy, caring and enthusiastic person capable of working on own initiative and as part of a team.</p>		

LOCATION: VENTNOR

Apprentice Care Assistant	Excelsior Retirement Home	Ref: VAC000145156
Hours: 30 p/w over 7 days varied shifts	Wage: £78 p/w	Closing Date: 10/09/2012
<p>Working as part of a team, the apprentice will be required to deal with all personal care needs of the clients, 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, be flexible with approach to working in a demanding and challenging but highly satisfying environment.</p> <p>Training to be provided: Full apprenticeship training, including Diploma level 2 in Health & Social Care qualification, key skills and technical certificate, all training to be done in-house.</p> <p>Qualifications Required: None as full training will be provided.</p> <p>Skills Required: Motivated, caring and understanding personality, patience with good listening skills.</p> <p>Personal Qualities: Trustworthy, caring and enthusiastic person, capable of working as part of a team.</p>		

Professional Cookery Apprentice	El Toro Contento	Ref: VAC000196819
Hours: 35 hours, inc a 1 day release p/w at College	Wage: £95.75 p/w	Closing Date: 17/09/2012
<p>The business opened in late 2006 and has gained a popular following, not just for Tapas but also for their delicious, authentic home-made Spanish dishes. You will need to be a team player to benefit from learning how to produce Spanish style food, both hot and cold, as well as specialised techniques involved in preparing and cooking the food. El Toro Contento are looking for someone with confidence, ambition and motivation. They want a self-starter who has the ability to commit to achieving a qualification. The successful candidate will be expected to: work efficiently and effectively as part of our small kitchen team, apply common sense and have good communication skills, assist our head chef to prepare and cook tapas, assist our head chef in preparing vegetables, meat, poultry fish & shellfish, assist our head chef in cooking vegetables, meat, poultry & shellfish, work safely and hygienically at all times, adhering to safe systems of work in the catering industry.</p> <p>Training to be provided: Intermediate Professional Cookery apprenticeship, Level 1 Key Skill in Communication, Level 1 Key Skill in Application of Number, Training to include a 1 day release per week at the Isle of Wight College, this is usually on a Tuesday.</p> <p>Qualifications Required: No formal qualifications are required, however a GCSE A-C in Spanish would be preferred, but not essential.</p> <p>Skills Required: Have a good passion for good food, cooking and presentation, Flexible, Good Communication skills, A Keen interest in Spanish food is essential, If you already speak GSCE A-C Level Spanish, this would be really helpful.</p> <p>Personal Qualities: Punctual, Reliable, Outgoing, Have a passion for all things Spanish, Must be able to work as a team member.</p>		

VACANCIES TAKEN FROM THE ISLE OF WIGHT COUNTY PRESS



LOCATION: BEMBRIDGE

Cleaners	Away Resorts – White cliff Bay Holiday Park	Ref: County Press
Accommodation Cleaners, £8.50 per clean, immediate start available please contact 01983 872671 or email: pauline.hamilton@away-resorts.com		

Healthcare Assistants	The Elms Nursing home	Ref: County Press
Part-time vacancies including some weekends. Please phone for an application – 01983 872248		

LOCATION: COWES

Careers Course Advisor (Sales)	UKSA	Ref: County Press
<p>UKSA is an IOW based educational charity set up to provide exceptional opportunities for young people through residential adventurous activities, maritime careers training and on-going professional development. Each year we help over 8,000 individuals to overcome personal challenge and achieve their potential. Visit www.uksa.org to find out more about our work with young people. We are looking for a Careers Course Advisor to promote and sell Yachting and Watersports career programmes to prospective students.</p> <p>Applicants must possess the following attributes:</p> <ul style="list-style-type: none"> • Results driven with a high level of motivation to reach sales targets. • Proven sales experience • Open, friendly nature with good telephone manner • Dynamic, vibrant personality and a strong desire to learn new skills • Capable of working well under pressure and on own initiative • Good IT skills, with a working knowledge of Microsoft Office programmes necessary • The ability to be a team player is essential, with an interest in people and a desire to deliver the best • Ideally you will have an understanding of the various RYA courses and qualifications along with some experience of watersports and yachting, however, this is not essential and full training will be given for the right candidate. <p>General Terms – 40 hours per week, 1 full Saturday per month at Open Day, attendance at occasional ‘events’ to promote UKSA, basic salary plus sales commission scheme for achieving targets. To apply, please email your CV with a covering letter to sue.hopkins@uksa.org or in writing to Sue Hopkins – HR Co-ordinator, UKSA, Arctic Road, Cowes, Isle of Wight, PO31 7PQ. Closing date is Friday 14th September 2012. The successful applicant will be asked to apply for an enhanced disclosure. Further information about disclosure can be found at www.crb.gov.uk</p>		

LOCATION: COWES

Part Time Carers	Cherry Blossom Care Home	Ref: County Press
To work with the elderly. Please ring (01983) 293849.		

LOCATION: EAST COWES

Second Chef	Albert Cottage Hotel	Ref: County Press
This is a full time position (not seasonable) and will involve shift work. The hotel's restaurant caters for a large number of weddings and functions as well as being open to the public. We use fresh produce wherever possible and produce a monthly menu with additional daily specials. Salary is negotiable and will depend on qualifications and previous experience. The ideal candidate is probably already the equivalent of a third chef, must have proven track record of chef industry, be prepared to work as part of a team and be highly motivated and have possessed at least NVQ level 3 equivalent or equivalent of two years. Please forward CV's to Richard Carnall, Albert Cottage Hotel, East Cowes, Isle of Wight, PO32 6BD – Please mark envelopes with REC12-05. Closing of applications is Friday 14 th September 2012.		

LOCATION: FISHBOURNE

Part Time Bar/Waiting Person (18 Yrs and above)	The Fishbourne	Ref: County Press
We are looking for candidates that are able to give a high level of customer service and be able to demonstrate an ability to cope under pressure during peak times. An understanding of wines would be an advantage but full training will be given. The position is around 30/40 hours per week, the ideal candidate needs to have some experience. Telephone (01983) 882823 or email your CV to amie@innsofdistinction.co.uk		

LOCATION: FRESHWATER

Customer Service Assistants / Team Leaders & Store Management	The Southern Co-operative	Ref: County Press
Recruiting now! We have a variety of part-time opportunities at our stores in Freshwater. We need enthusiastic people who share our passion for providing great customer service. Some previous retail experience would be great but not essential as full training will be given. If you would like to join our team, come along to our Recruitment Open Day for an interview and skills assessment. Saturday 15th September 2012, 10.00am – 4.00pm at Freshwater Memorial Hall, Avenue Road, Freshwater, PO40 9UT. Store Management – we also have opportunities for Store Managers and Deputy Managers across the Isle of Wight. For more details and an application form please visit: www.tscjobs.co.uk		

LOCATION: GODSHILL

Waiter/Waitress	The Griffin	Ref: County Press
Full/Part-time waiting persons (18yrs and above). We are looking for candidates that are able to give a high level of customer service and be able to demonstrate an ability to cope under pressure during peak times. The part time positions are around 20/30 hours p/w and the full time positions are around 40/45 hours p/w. The ideal candidates need to have some experience, these are permanent positions with above average rates of pay. Telephone: 01983 840039 or email: amie@thegriffiniow.co.uk Address: The Griffin, Godshell, IOW, PO38 3JD		

LOCATION: ISLANDWIDE

Two School Cleaners	Wettons	Ref: County Press
Two school cleaners are required to work Monday to Friday from 4.00pm to 8.00pm. Experience would be an advantage, however, not required as full training will be given. To apply please contact Wagner Matos on 07908676897.		

Care Assistant	Ref: County Press
Part-time Care Assistant required. Experience not necessary. NVQ training can be given. Please phone: 01983 756096.	

Window Cleaner	Ref: County Press
Wanted: reliable, self-employed basis, good pay, car needed, no experience necessary. Send CV to ihannahb@hotmail.com	

Store Management	The Southern Co-operative	Ref: County Press
Recruiting now! We have opportunities for Store Managers and Deputy Managers across the Isle of Wight. For more details and an application form please visit: www.tscjobs.co.uk		

Daily Carers	Two Counties Community Care Ltd	Ref: County Press
<p>Passionate about people? Want to make a <i>real</i> difference? Then come and join our team... We currently have exciting opportunities for Daily Carers across the Island. If you enjoy variety in your day to day activities, this could be right up your street. We are looking for reliable and conscientious individuals to join our dedicated team of care staff to enable our Service Users to remain living independently in their own homes for as long as they choose to be there. Supporting variety and choice in all aspects of daily living whilst promoting independence, dignity and respect, you will deliver a diverse range of high quality support services that facilitate more than the traditional element of care. Hours of work are variable – we are here when our Service Users need us – vacancies include: Daily Carers – working early morning, evening and weekend shifts. Weekend Carers – working early morning and evenings shifts (weekends only).</p> <p>Previous experience not essential; we support all new staff through a comprehensive training and induction package, provide company uniform, excellent rates of pay with enhancements for weekends and the opportunity to gain a formal qualification in care. Car driver and use of a vehicle essential. For further information or to request an application pack please call a member of our friendly team on (01983) 400900. Closing date 14th September 2012.</p>		

LOCATION: LAKE

School Cleaner	Ref: County Press
Temporary School Cleaner required for the Lake area. 10 hours per week, working Monday to Friday, 4:30pm to 6:30pm. Tel: 02392 370215.	

Trainee Veterinary Nurse	Pet Doctors	Ref: County Press
Pet Doctors Lake clinic are looking for a trainee Veterinary Nurse due to expansion of our newly opened clinic, you will be joining our existing, friendly and experienced team who work closely together. The right applicant should be highly motivated, enthusiastic and dedicated. This is a rare opportunity for someone who is keen to work within the veterinary industry or who has existing knowledge to gain an excellent qualification; in a supportive and caring environment. At Pet Doctors we provide a high class of veterinary care and are committed to the training needs of our staff. Please send your CV along with a covering letter to: Dan Bates, Pet Doctors Veterinary Clinic, 35 Sandown road, Lake, Isle of Wight, PO36 9JL or email: dan.bates@petdoctors.co.uk To find out more, please call Dan on 01983 408004 or visit our website: www.petdoctors.co.uk		

LOCATION: NEWCHURCH

Assistant Chef	The Garlic Farm	Ref: County Press
5 days a week (and some evenings) to include weekends, two consecutive days off in the week. Minimum 30 hours p/w but must be flexible for holiday cover, etc. Duties to include cold side preparation service and assist with hot side service. Occasional KP duties when required. Must be a team player, have commitment, drive and ability to work on own initiative; minimum one years experience in kitchen necessary, together with basic hygiene certificate. Competitive hourly rate according to experience. Please apply by email only to admin@thegarlicfarm.co.uk with your CV and daytime telephone number. Closing date 13 th September 2012		

LOCATION: NEWPORT

Trainee AAT Accountant	Moore Stephens Chartered Accountants	Ref: County Press
Moore Stephens (South) LLP is a successful accounting practice with offices along the South Coast and we wish to further strengthen our accounts team. We are looking to take on an AAT apprentice which gives you a great opportunity of getting valuable work experience while gaining a recognised professional qualification and earning a competitive salary. You can then build on that qualification and experience and develop your career in finance with us. Your role will be varied and include liaising with clients, working off site and the opportunity of working at one of our other offices. You will need to possess GCSEs (or equivalent) as a minimum and must be conversant with computer packages. You will need an aptitude for analytical thinking and a good attention to detail. Excellent communication and interpersonal skills and the ability to work well, either as part of a team or on your own, are also qualities we seek. We will provide structured training and full financial and managerial support during your study. If you believe you have the ambition, qualities and skills we are looking for please contact Anna Cushing on anna.cushing@moorestephens.com and request an application pack.		

LOCATION: NEWPORT

Learning Support Assistant	Isle of Wight College	Ref: County Press
<p>The earning opportunities department at the Isle of Wight College provides discrete courses to learners with physical and/or learning disabilities to help them prepare for working life and independent living. We wish to appoint three sessional assistants provide learning support, including mobility support and personal care on a 1:1 basis. A willingness and ability to facilitate manual handling hoist support and personal care is an important part of the job. Successful applicants must hold Level 2 (A-C equivalent) Literacy and Numeracy. A demonstrable track record of working in this area of expertise is essential. Closing date: Midday Thursday 20th September 2012 Interview date: Wednesday 3rd October 2012.</p>		

Office Administrator	Vectawave	Ref: County Press
<p>This opportunity to work in our brand new factory would suit a candidate with commerce qualifications or previous experience. The post is a permanent position, subject to a three month trial period. Duties include managing accounts, payroll, personnel and general office duties. The candidate should preferably be familiar with Sage accounting software and MS office tools. The position with attractive benefits including bonuses and a non-contributory pension. The expanding business offers good prospects for career progression. An application form is available by calling is on 01983 821818 or emailing accounts@vectawave.co.uk Address: Unit D, The Apex, St Cross Business Park, Monks Brook, Newport, PO30 5XW</p>		

Beauty Therapists/Nail Technicians	Red House	Ref: County Press
<p>Red House Spa and Laser Clinic are changing to a skinceuticals concept salon, be part of an exciting new phase with the Island's premiere day spa and clinic. Please email info@lisanoble.co.uk for more information on this exciting opportunity.</p>		

Trainee AAT Accountant	Moore Stephens	Ref: County Press
<p>Moore Stephens (South) LLP is a successful accounting practice with offices along the South Coast and we wish to further strengthen our accounts team. We are looking to take on an AAT apprentice which gives you a great opportunity of getting valuable work experience while gaining a recognised professional qualification and earning a competitive salary. You can then build on that qualification and experience and develop your career in finance with us. Your role will be varied and include liaising with clients, working off-site and the opportunity of working at one of our other offices. You will need to possess GCSEs (or equivalent) as a minimum and must be conversant with computer packages. You will need an aptitude for analytical thinking and good attention to detail. Excellent communication and interpersonal skills and the ability of work well either as part of a team or on your own are also qualities we seek. We will provide structural training and full financial and managerial support during your study. If you believe you have the ambition, qualities and skills we are looking for please contact Anna Cushing on Anna.Cushing@moorestephens.com and request an application pack.</p>		

LOCATION: RYDE

Cleaner	Ref: County Press
Required to work 1½ hours per day, Monday to Friday. Must be 6am start. Good rates of pay, to start immediately. IW Cleaning Company, Tel: 07970 925448.	

Bank Healthcare Assistants	Highfield Nursing Home	Ref: County Press
Part-time hours. Contact our manager on 01983 811015 for an application form. All positions are subject to CRB disclosure and satisfactory references.		

Bar Staff	The Railway	Ref: County Press
Immediate start. Call Andy 07919 025355.		

Night Staff & Senior Staff	Northfield	Ref: County Press
Night and Senior Staff. £ competitive, part-time hours. For more information call Melanie Paterson (01983) 562064.		

Head Chef	Restaurant at Ryde Pavilion	Ref: County Press
Required to take on newly refurbished venue in Ryde Pavilion. Experience essential, specialising in freshly cooked produce. Competitive wage depending on experience. Please call (01983) 617070 for more information.		

Cleaner	Ref: County Press
For Ryde area for 1.5 hours per day, Monday to Friday. Must be 6.00am start, good rates of pay to start immediately. Isle of Wight Cleaning Company – contact 07970 925448.	

Car Support Staff – Full Time Decorator Maintenance Person – Full Time	Ryde House	Ref: County Press
<p>Ryde House Group of Homes – Adults with Learning Disabilities require the above staff.</p> <p>Care Support Staff – due to the continued expansion of our services we are looking to recruit more enthusiastic, motivated people to join our passionate team in several of our homes. We are dedicated to achieving a positive, pro-active, calm and caring environment to enable the individuals to achieve their own personal goals. We are a PROACT-SCIP run organisation. Excellent training opportunities available. To apply, please visit: www.rydehouse.com then click Jobs. For more information call Miranda Clewley on (01983) 817052.</p> <p>Decorator Maintenance Person – full time, permanent contract. We also require a full-time Decorator Maintenance Person to join our company's maintenance team. We need someone who has excellent decorating and general maintenance skills who can work as part of our team maintaining our residential properties. The Ryde House Group supports adults with learning disabilities. The successful applicant will be subject to a full CRB check. To apply, please visit: www.rydehouse.com then click Jobs. For more information call Paul Hailes on (01983) 817053. www.rydehouse.com info@rydehouse.com</p>		

LOCATION: RYDE

Part-time Front of House Staff - Weekends	Blacksheep Bar and Club Lounge	Ref: County Press
<p>We are looking for someone who is confident, hard-working and passionate to work in our busy bar at the weekends only. You will be required to produce fabulous cocktails, have great knowledge of wines and spirits and provide excellent service to customers eating or drinking. Full training provided, through some Front of House experience would be an advantage. Please call Kayleigh or Luke on (01983) 811006 for further details or email us for an application form at: info@theblacksheepbar.co.uk</p>		

Teashop and Farmshop Assistants	Quarr Abbey Teashop and Farm Shop	Ref: County Press
<p>Full and part time positions. Teashop assistants required to work in our garden teashop and farmshop. Duties will include: Retail operations, food preparation and service, welcoming and serving customers/visitors/pilgrims. Open Summer and Winter, the positions will be inclusive of weekend working. With the relevant catering and retail experience necessary, applicants should have an interest in and a sensitivity to the history and culture of Quarr. Please forward CV and covering letter to: Dean Pascall. Email: teashop@quarr.org Address: Quarr Abbey, Ryde, Isle of Wight, PO33 4ES. Closing date: Friday 14th September 2012.</p>		

LOCATION: SANDOWN

Experienced Care Staff	Sunnycliffe House	Ref: County Press
<p>Experienced Care Staff required for bank hours in friendly Sandown Care Home. Please call (01983) 403844.</p>		

A Good all rounder	Greensleeves Homes Trust - The Briars	Ref: County Press
<p>Duties to include: Activities, gardening and maintenance cover. 10 hours per week every other weekend every Wednesday. Driver essential. Potential to cover holidays for activity and maintenance staff. Experience in a similar environment preferred. The Briars is an Investors in People Workplace. 28 days holiday pro rata, pension and overtime. Uniform provided. The position requires enhanced CRB check. For application please ring (01983) 403777. Closing date for applications is 21/09/2012.</p>		

Temporary Catering Staff	Isle of Wight Zoo	Ref: County Press
<p>Full-time for a minimum of 2 months, the Isle of Wight Zoo is recruiting a temporary member of the catering team to work in our busy kitchens at the Zoo and Browns Golf Course. The successful candidate will have catering experience and availability to work at weekends. Level 2 food hygiene an advantage. To apply for this vacancy please download an application form from www.isleofwightzoo.com Deadline: 14th September 2012 or when filled.</p>		

LOCATION: SHANKLIN

Weekend Cook	Portland Lodge	Ref: County Press
Weekend cook required, hours are 8am – 2pm Saturday and Sunday. Call Chris on (01983) 862148.		

Hotel Receptionist	Shanklin Area	Ref: County Press
Hotel Receptionist required. Call (01983) 861500.		

LOCATION: VENTNOR

Receptionist	Dental Practice	Ref: County Press
Receptionist required for job share at Dental Practice in Ventnor. Apply in writing with CV to Mr B Hamilton, 42 High Street, Ventnor, PO38 1RZ.		

LOCATION: WROXALL

Full Time Community Carers	Dolphin Care (IOW) Ltd – Willowbrook House	Ref: County Press
We are an expanding care agency who have need for professional, conscientious community carers to join our dedicated team. NVQ preferred. Induction and comprehensive training given. Uniforms provided. Competitive rates of pay, loyalty bonus, pay enhancement for weekends and evenings. Own car essential. Mileage paid. No up-front CRB fees. For further information please phone Pauline or Gail on (01983) 853478 to arrange an interview. dolphincare@tiscali.co.uk Willowbrook House, Appuldurcombe Road, Wroxall, Isle of Wight, PO38 3EN.		

Are you 16-18?
HTP's Skills and Education Centre has a range of Level 1, Level 2 and progression courses:

- Childcare
- Hospitality
- Health & Social Care
- Business Administration
- Fitness Instruction
- Outdoor Pursuits
- Sport & Fitness

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

get **£2.60** per hour!

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

You may be eligible for a free unlimited travel pass!

Courses starting every week

Call us on
01983 824930
for more information

HTP Skills and Education Centre
Unit 15-16
Little London
Newport, PO30 5BS

HTP
TRAINING TO A HIGHER LEVEL

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



Isle of Wight Volunteer Centre

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

Open: Monday – Friday 9am to 4pm

Tel: 01983 539377

Email: volunteer@iwrcc.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

❖ Add experience to your CV

Please visit: www.iwvolunteer.org

Click on Volunteer Centre then Volunteering Opportunities



DROP IN SESSIONS - SPEAK TO TRAINING PROVIDERS

Some of the Island's training providers will be available during 'drop in' sessions at 29 High Street, Newport for you to find out about training / course opportunities.

Date	Time	Training Provider
Thursday Afternoons	1pm – 4:30pm	Smart Training & Recruitment

The Participation Team s 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.