

RECEPTIONISTS

Medina College, Fairlee Road, Newport, Isle of Wight, PO30 2DX

Tel: 01983 526523 Email: info@medina.iow.sch.uk Web: www.medina.iow.sch.uk

Carisbrooke College, Mountbatten Drive, Newport, Isle of Wight. PO30 5QU

Tel: 01983 524651 Email: info@carisbrooke.iow.sch.uk Web: www.carisbrooke.iow.sch.uk

Island Innovation VI Form, Upper St James Street, Newport, Isle of Wight, PO30 1LJ

Tel: 01983 522886 Email: info@iiviformcampus.org.uk Web: www.iiviformcampus.org.uk

Executive Headteacher: Mr Matthew Parr-Burman

Salary: Scale 3 £14,892.84 to £15,727.57 per annum

Hours: 37 per week, term-time plus 1 day only

The Island Innovation Trust was established to harness the very best education practice within two large secondary schools and a large A Level sixth-form centre of almost 500 students, to create a culture of continual improvement with increasingly successful outcomes for young people across the Island.

The Governing Body of Carisbrooke College and Medina College is now seeking to appoint an enthusiastic Receptionist to provide a highly effective and efficient College reception. You should have GCSE's in English and Math or equivalent, experience of working with database systems and a conscientious and positive disposition.

Although these posts are primarily based at Carisbrooke College or Medina College, the Federation comprises Carisbrooke College, Medina College and our joint VI Form Campus and candidates should therefore be prepared to work across all three sites as necessary.

The Colleges are fast-paced, fun and caring environments in which to work and there are excellent opportunities for personal and professional growth and development. If you feel you have what it takes to be part of our dynamic team, we would be delighted to hear from you.

For further information and an application pack, please visit our website at www.iif.org.uk. Completed applications should be submitted to HR@iif.org.uk. Please note that we cannot accept applications which are not submitted on the official application forms and we do not accept CVs under any circumstances.

The Governing Body for Carisbrooke College and Medina College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The Governing Body for Carisbrooke College and Medina College is an equal opportunities employer and welcomes applications from all sections of the community.

Please note that the Governing Body of an Aided or a Foundation School is the employer

Closing date: 12 noon; Friday 11th January 2019

Interviews: w/c 21st January 2019 TBC