



Schools' Self Service Guide to Managing Vacancies

Produced in partnership with i3 Media
Version 2

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Welcome to the Teach in Cambridgeshire Schools' guide to uploading your school profile and vacancies using our jobs advertising service for schools on www.teachincambs.org.uk. This service is free and aims to improve the number of applicants attracted to your vacancies by offering a wider reach.

Key Benefits:

- Advertise as many jobs as you want
- Maximise on our search engine rankings to attract more applicants.
- Track click throughs to your application page.
- Advertise when you want without delays to uploading your job.
- Advertise any job type. No special rates for senior positions.

In the following pages are step by step instructions on how to upload a vacancy. It is a quick and easy process that allows you to advertise any job role in your school, trust or federation.

Getting a login: You will be emailed your login details and password by the Teach in Cambridgeshire team following your request for an account. This guide is also sent with your start up email.

A few FAQs:

1. Can I have more than one login for my school?

Each school can have one login. This is based on the named person you nominate.

2. Can I have more than one login for my Trust/Group?

When you sign up as a Trust or Group you should consider whether you want to operate centrally or as individual schools. If you decide to operate as a group one login will be created and you can associate all your schools to that login. Alternatively if each school would like to advertise independently then a login will be created for each school. This will mean that each school will need to maintain their own school profile.

3. Will jobs expire automatically?

Adverts expire on the date you specify. They will disappear from the vacancy page on the date you allocate as the closing date.

4. Can I add my own category or subject if it's not listed?

Subjects and categories are largely prepopulated but you can add a new one if required when you create a new job.

5. Can I run to fill a vacancy?

You can either have a long closing date or an immediate closing date.

6. Can I get statistics about the performance of my adverts?

Statistics will be available on the number of click throughs to your website where candidates can apply for your job. Please contact us for this data.

If you have any questions about the process outlined below you can contact us and we will be happy to talk you through:

01480 379 039

schools.recruitment@cambridgeshire.gov.uk

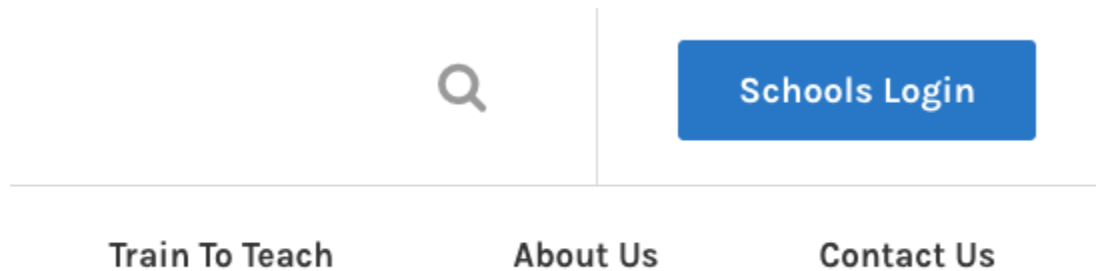
For more information about us go to www.teachincambs.org.uk or follow us on social media at [@Teachincambs](https://www.instagram.com/Teachincambs) and Facebook [/Teachincambs](https://www.facebook.com/Teachincambs)

Step 1

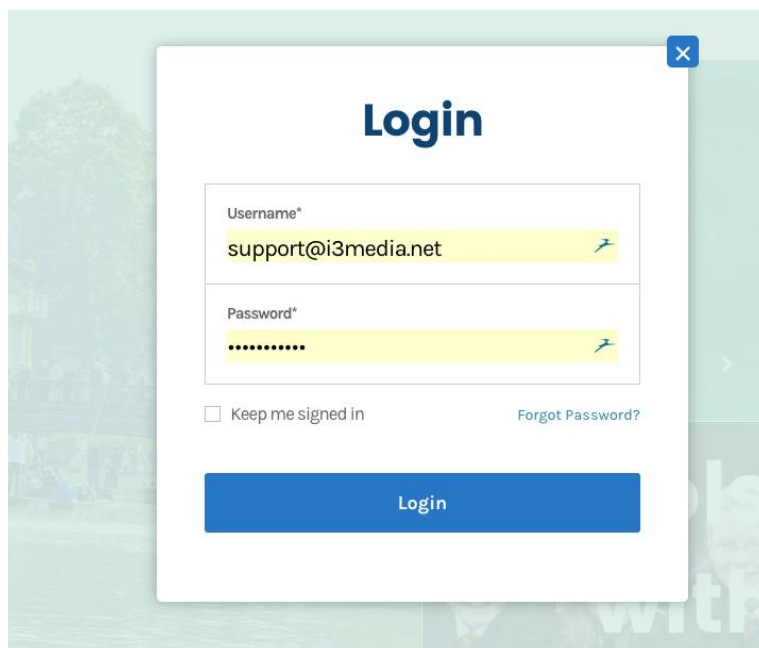
Log In

TO ADD A VACANCY, USER MUST FIRST ADD A SCHOOL

- Go to <http://teachincambs.i3x.co.uk/>
- Click **SCHOOLS LOGIN** - Located in the top right corner



- Enter the details for your user account. (This account would have been created for you by the Admin team)



Step 2

Account Dashboard

You will be met with the **ACCOUNT** landing page, here you can

- Change account details
- Add/Manage Vacancies
- Add/Manage Schools

Dashboard

[Dashboard](#) [Vacancies](#) [School Profiles](#) [Logout](#)

Account Details

[Edit Account Details](#)

Name:	Support Team		Password:	••••••••	
Email:	support@i3media.net		Confirm Password:	••••••••	

Vacancies (1)

[Manage Vacancies](#)

[Add a Vacancy](#)

Test Thongsley Fields Primary & Nursery School	Part Time	Primary	Edit View Remove
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School Profiles (2)

[Manage Schools](#)

[Add a School](#)

Test	Edit View Remove
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Step 3

Add a School

- Lets add a School
 - Click the **ADD A SCHOOL** button




- You will be met with the **ADD SCHOOL PROFILE** page, here you can add
 - School information
 - School highlights
 - Founded year
 - Number of pupils
 - Inspection dates
 - Inspections results
 - School logo – NB. if you are adding a logo please save it as the school name.
 - Images of school
 - You can upload more than one image of the school, please save them as school name_ XXXXX
 - Select Upload Photo and hold ctrl to select more than one file
 - Images can be removed once the page is saved
 - Description
 - URL, This is the link to your school profile on the site (it will be automatically created by the system but you can edit it)
- When you are happy with your content, press the **ADD SCHOOL** button



- When added, you will be automatically redirected to the area shown below, with your newly added school displaying in the table

School Profiles (3)

[Dashboard](#) [Vacancies](#) [School Profiles](#) [Logout](#)

 [Add a School](#)

Showing 1-3 of 3

Order by

Title (A-Z) ▾

20 ▾

Per Page

Action

▾

[Apply](#)

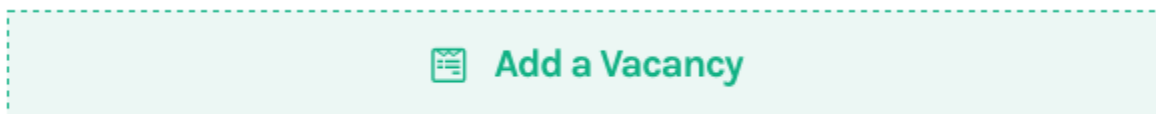
Select	School Name	Pupils	Last Ofsted Inspection	Edit
<input type="radio"/>	Test School	240	17 Feb 2015	Edit View Remove

- Here you have 3 options.
 - Edit - change details about the school
 - View - view the school profile (so you can see how it looks from the users perspective)
 - Remove - delete the school

Step 4

Add a Job

- Adding a Job/Vacancy follows the same behaviour as adding a School.
 - Click the **ADD A VACANCY** button



- You will be met with the **ADD VACANCY** page, here you can
 - Assign a School where the job takes place
 - You can only assign jobs to schools that have been created on your account
 - You Must Add a School before Adding a Job
 - Salary
 - Title
 - Apply date
 - Subject
 - These are created in the backend, by the Admin team
 - Description of vacancy

Vacancy Details

School	<input type="text"/>	Position Title *	<input type="text"/>
Salary (p/a)	£ <input type="text"/>	Job Type *	Part Time <input type="text"/>
Apply Before	<input type="text"/>	School Type *	Primary <input type="text"/>
Subject	English <input type="text"/>	Category	Test category <input type="text"/>

- You can also add an apply link
 - This is important, this is the link to the job posting found on your own website


- Without this link the Apply Button will not be shown on the Site

Apply link

- When you have populated the fields with appropriate content, add the vacancy by clicking the **ADD VACANCY** button

Add Vacancy

- When added, you will be automatically redirected to the area shown below, with your newly added vacancy displaying in the table

 Add a Vacancy

Showing 1-2 of 2 Order by Title (A-Z) 20 Per Page Action **Apply**

Select	Title / School	Date	Category	Type	Edit
<input type="radio"/>	Test Job Test School	12 Apr 2017	English Class Teacher	<input type="button" value="Part Time"/> <input type="button" value="Primary"/>	Edit View Remove

- Here you have 3 options.
 - Edit - change details about the vacancy
 - View - view the job listing (so you can see how it looks from the users perspective)
 - Remove - delete the job
- As soon as you add your job, it will appear in search results.

Editing – If you want to edit your vacancy or school profile. Please use the 'edit' button to adjust any of your content.