

Find your perfect job opportunity



Section 1 - Submitting a New Vacancy

- Log on to www.prospectsonline.co.uk
- Click the blue button entitled [School login](#)
- Select your school from the drop down list
- Enter your Email Address (this is usually the generic school office email address)
- Enter your Password - click [Forgotten Password](#) if you cannot gain access
- Once on the Homepage for your school – select Add New Vacancy
- Complete the necessary fields within the **General Information** tab



Add New Vacancy

General Information (* indicates a mandatory field)

Vacancy Title *	<input type="text" value="Enter Name of Post"/>
Contact Name *	<input type="text" value="Enter Contact Dealing with Candidate Enquiries"/>
Contact Email *	<input type="text" value="Enter School Contact Email Detail"/>
Contact Telephone *	<input type="text" value="Enter School Contact Telephone Number"/>
Date for Insertion (W/C) *	<input type="text" value=""/>
Closing Date *	<input type="text" value=""/>

It is recommended that the Closing Date is 2 weeks following the Friday of the insertion date to leave enough turnaround time for applicants to apply

- Complete the necessary fields within the **Vacancy Information** tab:
 - You can copy and paste information into each field or you can type directly into the box(es)

Vacancy Information (* indicates a mandatory field)

Salary	<input type="text" value="£xx,xxx - £xx,xxx (Scale x)"/>
Pay Scale (if applicable)	<input type="text" value=""/>
Hours	<input type="text" value="State if Full / Part Time (or enter number of hours)"/>
Contract Details (eg. Perm, Temp, TTO)	<input type="text" value="State if Permanent / Temporary / Term Time Only"/>

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- By selecting YES to **'Can Apply Online?'** enables potential candidates to download your application pack (i.e. job description and personnel specification for the post) and allows them to complete an electronic application – thus saving the school time dealing with application requests and distributing application packs (see Section 2 of this guidance for information on this process).

Can Apply Online?	Yes ▼
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- Select NO to **'Can Apply Online?'** if you wish to manually handle applications in school.

Job of the Week?	Yes ▼
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- By selecting YES to **'Job of the Week?'** ensures your vacancy gets maximum coverage by appearing on each page on the website until the closing date has passed. *This option does incur a small charge.*

Keywords (separate with commas) *	Enter as much info as you like: e.g. primary, your school name, teacher, classteacher
Short Summary *	e.g. Our school requires x for x 2010
Full Advert Text*	Enter the whole advert text here



- **Short Summary:** should be used to introduce your vacancy to interest potential candidates into reading the rest of the advertisement.
- **Full Advert Text:** should include detailed information relating to the role (i.e. a section introducing the school, section on what the post involves, information about visits, safeguarding etc)

- Complete the necessary fields within the **Additional Media Required** tab:

Additional Media Required	
Prospects (Print Advertising)	Half ▼
Times Educational Supplement (Box)	Please select type... ▼
Times Educational Supplement (Pointer)	<input type="checkbox"/>
Telegraph & Argus	<input checked="" type="checkbox"/>
Yorkshire Post	<input type="checkbox"/>
Yorkshire Evening Post	<input type="checkbox"/>
Keighley News	<input type="checkbox"/>
Ilkley Gazette	<input type="checkbox"/>
Other Information (Please State)	Detail any other media required / Any logo's to be used

- Indicate where you wish for the advert to be placed by using the drop down menu's and tick boxes as desired.

Add Vacancy

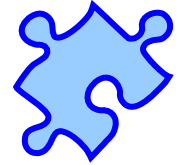
- Select **Add Vacancy** once completed

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www.prospectsonline.co.uk

- You will receive a message box to confirm your vacancy has been submitted successfully and an email once the Recruitment & Advertising Team have changed the vacancy from Pending to **Live**

Section 2: Completed Online Applications



Preparation

- If you selected YES to **'Can Apply Online?'** to enable potential candidates to download your application pack (i.e. job description and personnel specification for the post) then you need to ensure you have emailed the relevant documentation to education.advertising@bradford.gov.uk prior to the first appearance of your advertisement
- Ensure you make a note of your closing date in order to retrieve your completed applications

Retrieval

- Once your closing date has passed - log on to www.prospectsonline.co.uk (as per Section 1)
- Select **'View All School's Vacancies'**
- Locate the desired vacancy and select **'View Applications'**



- Once the list of candidates has loaded, select **'View Application'** to review each one

Date Applied	Surname	Forename	View
05/05/2010	Bloggs	Joe	View Application →
05/05/2010	Smith	Sarah	View Application →
05/05/2010	Hussain	Amjad	View Application →

- Once the list of candidates has loaded, select **'View Application'** to review each one
- This will open the completed application form up in another window and enable you to review and/or print each application

Recruitment & Advertising Service – Tel: 01274 385992 / 3



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