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 *	Enter Name of Post
Contact Name *	Enter Contact Dealing with Candidate Enquiries
Contact Email *	Enter School Contact Email Detail
Contact Telephone *	Enter School Contact Telehone Number
Date for Insertion (WC) *	
Closing Date *	

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	£xx,xxx - £xx,xxx (Scale x)
Pay Scale (if applicable)	
Hours	State if Full / Part Time (or enter number of hours)
Contract Details (eg. Perm, Temp, TTO)	State if Permanent / Temporary / Term Time Only

Expanding your audience, widening your prospects, reducing your workload

Can Apply Online?	Yes ▾

- 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).*

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

Job of the Week?	Yes ▾

- 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 extra 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

- **Keywords:** these are words that a search engine may use to find your advert. They do not appear in the advert itself
- **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 (include the text from your short summary again if you want it to appear in the main advert)

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)	☐
Telegraph & Argus	☑
Yorkshire Post	☐
Yorkshire Evening Post	☐
Keighley News	☐
Ilkley Gazette	☐
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.
- Select **Add Vacancy** once completed

Add Vacancy

- 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'**

View Applications (6) →
View Job on Site
View this Vacancy

- 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 →

- o Once the list of candidates has loaded, select **'View Application'** to review each one
- o 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 435420 / 435419