

A woman with curly hair is looking down at a folder she is holding. The background is a colorful classroom with a banner that says "The Imagination Station" and various educational toys like gears and a house.

South West Education Jobs

User guide to the
SW Jobs Board

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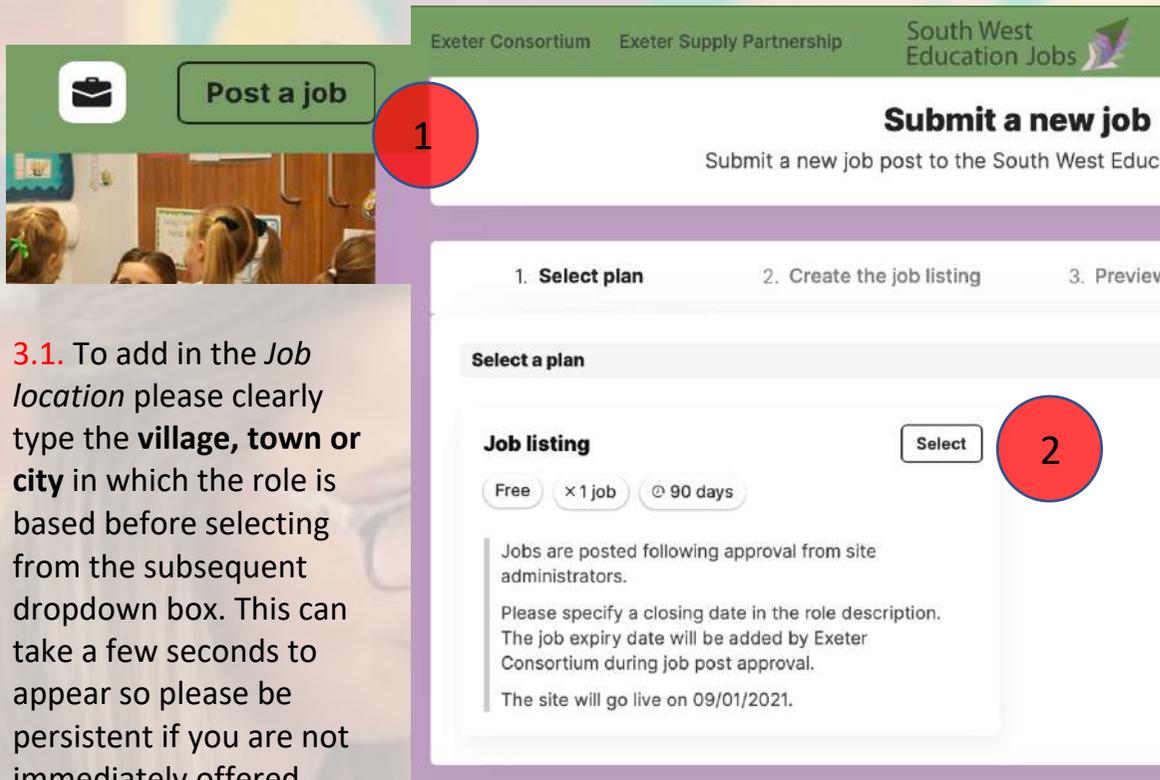
www.southwesteducationjobs.co.uk

For any issues, questions or support not in this document please contact Exeter Consortium

Posting a new job to the board

1. Select *Post a job* in the top right menu banner after which you will be asked to choose a job post plan. Currently there is only one option to select.

2. Select this free plan. If you are not currently signed in, then you will be asked if you would like to sign up to the jobs board as a new user or to sign into an existing account to create the listing. If you are a new user, please see [section 1](#) of this guide.



3.1. To add in the *Job location* please clearly type the **village, town or city** in which the role is based before selecting from the subsequent dropdown box. This can take a few seconds to appear so please be persistent if you are not immediately offered location options.

You may need to refresh the page to retry entering the job location, so do not insert your job description until you have selected the location from the dropdown box.

Please select *Onsite only* from the remote options available, unless remote options are applicable.

3. You will now be asked to create your new job listing for the board. Points 3.1-3.3 cover some important settings.

A screenshot of the 'Submit a new job' form. The form is titled 'Submit a new job' and has a progress bar with four steps: 1. Select plan, 2. Create the job listing, 3. Preview job listing, and 4. Submit. The 'About the job' section is highlighted. It includes fields for 'Job title', 'Job location', 'Job type', 'Job category', 'Job secondary category', 'Job description', 'Salary timeframe', 'Min salary', 'Max salary', 'Accept applications', and 'Application link'. Red circles with numbers 3, 3.1, 3.2, 3.3, and 3.4 are placed over various fields: 3 is over the 'Submit a new job' button, 3.1 is over the 'Job location' field, 3.2 is over the 'Job category' dropdown, 3.3 is over the 'Job description' text area, and 3.4 is over the 'Accept applications' radio buttons. The 'Accept applications' section has 'By link to webpage' selected and 'Direct to email address' unselected. The 'Application email' field is filled with 'info@exeterconsortium.com'. The 'Go back' and 'Preview listing' buttons are at the bottom right.

3.2 To allow candidates to search by type, a main role category or by a sub-category please select the closest matching category from the *Category* fields. The sub-category field is optional and further refines the position advertised.

The screenshot shows the 'Preview listing' step of a four-step process. The steps are: 1. Select plan, 2. Create the job listing, 3. Preview job listing (highlighted), and 4. Submit. The preview shows an 'Example Job' for 'Exeter Consortium' at 'Exeter Consortium, Hatherleigh Road, Exeter EX2 9JU'. It is a 'Full time' position with a salary of '£25-32k'. A red circle with the number '4' is overlaid on the preview area. Below the job details is a text box containing 'This is an example job description.'

3.3 cont. what you would like to receive from them when they are directed to your email address or webpage. Please add a closing date to the advert in the job description so that Exeter Consortium can hide the role from the board on this day. This closing date will be added when the job is approved. **Please note:** When copying text from a word document for the description please select actual text and not any whole text boxes or images from the source document.

3.4. Exeter Consortium **strongly recommends** selecting *Direct to email address*. Applicants will then be required to email, to an address of your choosing, their application or a request for your application pack. Add in salary information including the pay timeframe in the *Salary* fields.

4. When you are happy, click on *Preview listing* to see how the job will appear on the board. You can *Go back* to make any changes before clicking *Confirm listing* to move on to the *Post for free* page shown right.

3.3 Please specify the application process in the job description section to guide prospective applicants as to

The screenshot shows the 'Post for free' step of a four-step process. The steps are: 1. Select plan, 2. Create the job listing, 3. Preview job listing, and 4. Submit (highlighted). The page shows a summary table with two rows: 'Job listing' and 'Total', both with a value of 'Free'. At the bottom right, there are two buttons: 'Go back' and 'Post for free'. A red circle with the number '5' is overlaid on the 'Post for free' button.

5. Selecting *Post for free* will submit the job to Exeter Consortium who will add the closing date (**specified in the job description**) and approve the post. A confirmation page reading *Your job listing was submitted to the job board for approval* will now show.

Updating jobs and managing applications

Exeter Consortium Exeter Supply Partnership South West Education Jobs  [Post a job](#)

Your Dashboard

Manage your profile, job listings and applicants.

- Your Stats
- Your Profile
- Your Jobs**
- Your Applicants
- Billing

Jobs

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Example Job Exeter Consortium, Hatherleigh Road, Exeter EX2 9JU Updated on 16/12
0 applications **This job is not published.**

[Edit](#) [Mark as filled](#)

To access the dashboard, click on your profile icon in the top right and then *dashboard*.

The dashboard shows a record of all jobs listed, both current and historic. When new roles are submitted, they are not automatically published, as shown in the *Your Jobs* tab, opposite. Please see [section 2](#) for more information. Manual approval is carried out by Exeter Consortium.

When a role is filled please click *Mark as filled* and un-publish using the 'publish' slider, as shown above.

Please note: 'Mark as filled' can be un-marked. Un-published jobs can be re-published. Un-published jobs will remain in the *Your Jobs* tab for future reference.

Please note: *Applications with links (clicks), (by form) or with email (clicks)*, found on the **Your Stats** page, do not represent the actual number of applications received over the 30-day period. Please check the specified email address for actual job interest.

Your Dashboard

Manage your profile, job listings and applicants.

- Your Stats**
- Your Profile
- Your Jobs
- Your Applicants
- Billing

Last 30 days

Jobs posted	1	Applicants (by form)	0
Applications with link (clicks)	0	Applications with email (clicks)	0