



Expanding your audience, widening your prospects, reducing your workload



Guide to Submitting a New Vacancy

A guide to posting a new vacancy online and deciding where, in addition to prospects online, you would like to place the advertisement, locally or nationally.

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Submitting a New Vacancy

- Log on to www.prospectsonline.co.uk
- Click the green button entitled 'School Login'
- Enter your Email Address (this is usually the generic school office email address)
- Enter your Password - click Forgotten Password if you cannot gain access, and then click the 'login' button

School login

If you require any assistance with registration or help with your advert please contact the Advertising Team at education.advertising@bradford.gov.uk or by telephone on 01274 435419/20

Enter Your Email:

Enter Your Password:

Remember these details?

[Forgotten your password?](#)

[Login >](#)

- You will now be taken to your Prospects Online home page

Welcome to your Propsectsonline home page. From here you can add new vacancies, view lists of previous vacancies added and also download application forms for vacancies should you choose to use our "Apply Now" feature.

If you require any assistance with using the features on this menu please do not hesitate to contact a member of the Pact HR Recruitment Advertising Team on 01274 435419/20.

Further information regarding publishing deadlines, prices etc can be found via the "Advertise" tab at the top of the page.

- [View All Jobs](#)
- [View Live Jobs](#)
- [View Pending Jobs](#)
- [View Closed Jobs](#)
- [Add New Job](#)
- [Change your password](#)
- [Logout](#)

- Click the 'add new job' button
- Complete the necessary fields within the General Information section

Fields marked with a * are mandatory

General Information

Vacancy Title: Enter the vacancy title *

Contact Name: Enter contact dealing with enquiries *

Contact Email: Enter school contact email detail(*)

Headteacher: Enter the Headteacher *

Contact Telephone: Enter school telephone number *

Insertion Date: *

Closing Date: *

- 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

Salary/Payscale: £XX,XX - £XX,XX (Scale X)

Hours: State if Full/Part-Time (or enter hours)

Contract Details: State if Permanent, Temporary, TTO

Short Summary: E.g. Our school requires ... X for X 2015 *

Full Advert Text: Enter the whole advert text here *

- 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.
- By selecting the 'Can apply via Prospects Online?' button you are enabling potential candidates to download your application pack (i.e.

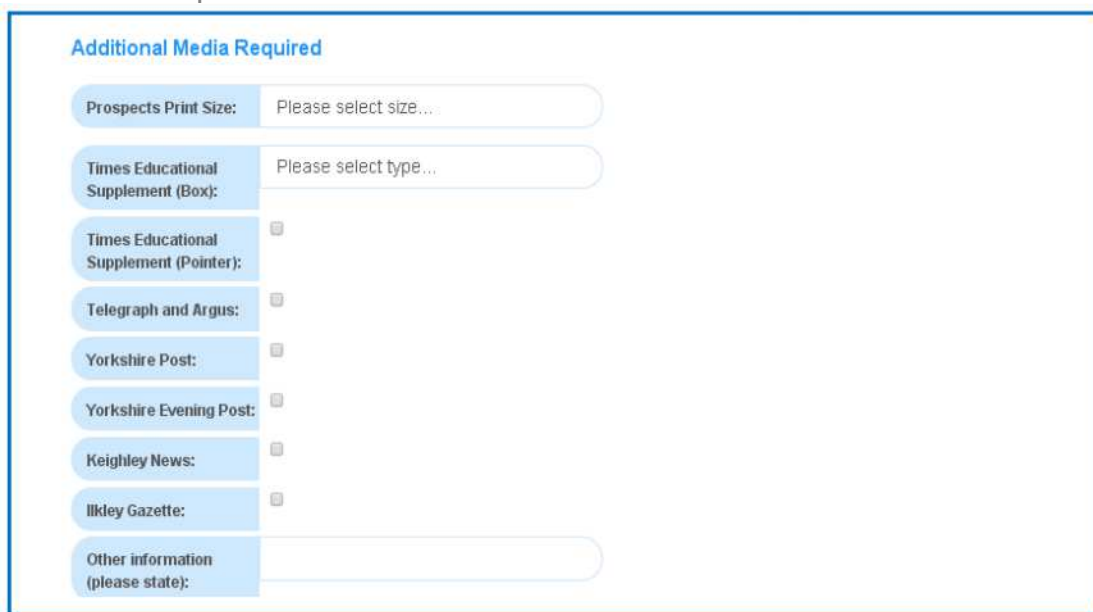
job description and personnel specification for the post). This allows them to complete an electronic application – thus saving the school time dealing with application requests and distributing application packs (see Section 2 of this guidance for information on this process).



Job of the Week?:

Can apply via Prospects Online?:

- 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 Size: Please select size...

Times Educational Supplement (Box): Please select type...

Times Educational Supplement (Pointer):

Telegraph and Argus:

Yorkshire Post:

Yorkshire Evening Post:

Keighley News:

Ilkley Gazette:

Other information (please state):

- Indicate where you wish for the advert to be placed by using the drop down menu's and tick boxes as desired
- Before submitting your advert you will need to accept the terms and conditions by ticking in the box



Terms and conditions

I accept the Terms and conditions:

- Select 'Add Vacancy' once completed

- 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

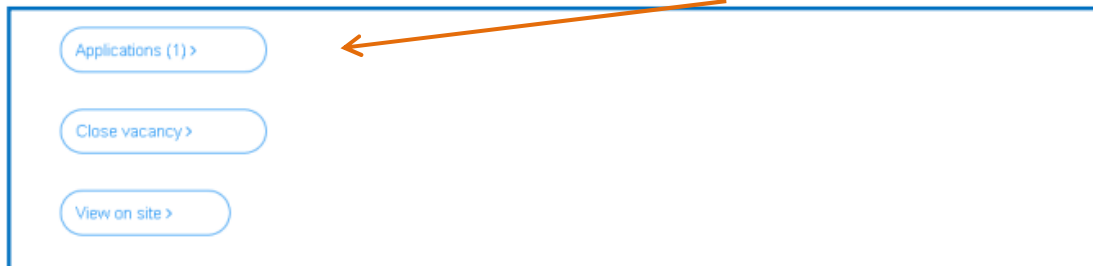
Completed Online Applications

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 prospectsonline.co.uk
- Locate the desired vacancy and select 'Applications'



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

Date Applied	Surname	Forename	
17/07/2015 15:30:46	Crossland	Felicity	View

- This will open the completed application form up in another window and enable you to review and/or print each application

