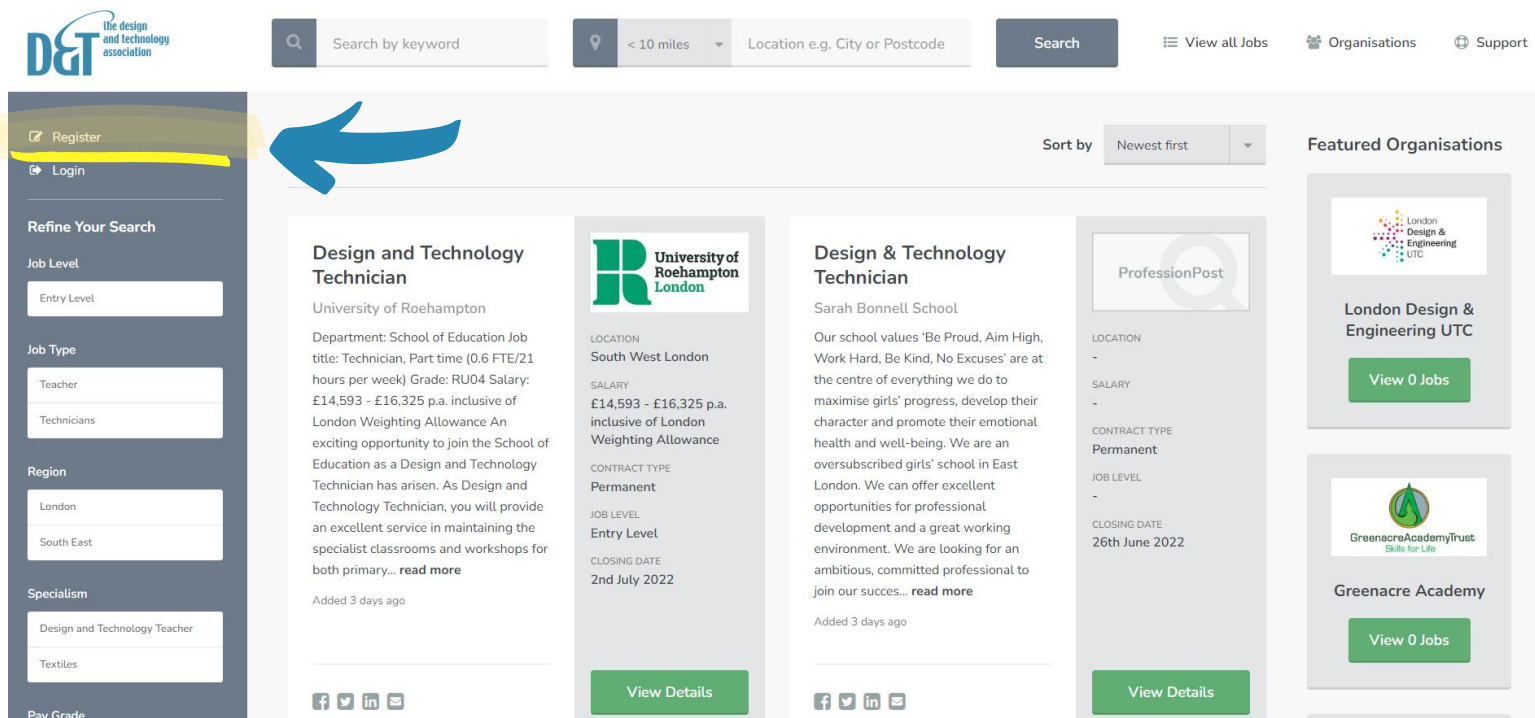




D&T JOB BOARD HELP GUIDE

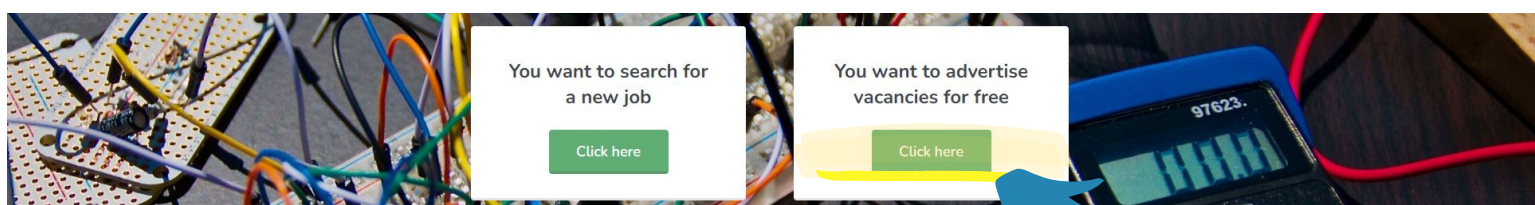
To access the jobs board please visit: <https://jobs.data.org.uk/jobs/>
First step: New companies need to register: <https://jobs.data.org.uk/register/>

Click on **Register** on the left hand side of the homepage:



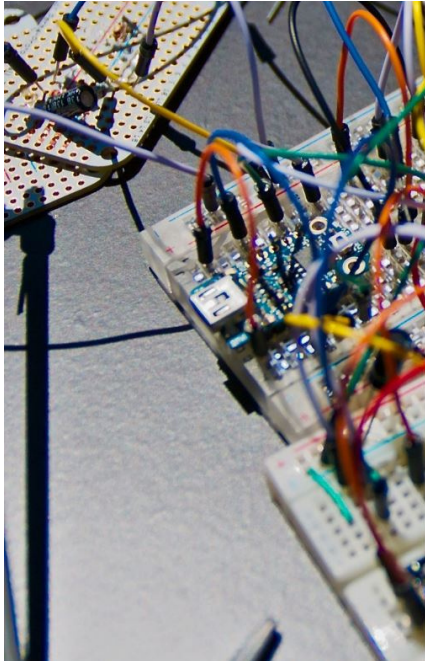
The screenshot shows the homepage of the Design and Technology Association's job board. On the left, there is a navigation menu with a yellow highlight and a blue arrow pointing to the 'Register' button. The main content area displays two job listings for 'Design and Technology Technician' at the University of Roehampton and Sarah Bonnell School. On the right, there are featured organizations like London Design & Engineering UTC and Greenacre Academy.

Click through to **advertise vacancies for free:**



Two white buttons with green text are shown against a background of electronic components. The first button says 'You want to search for a new job' and the second says 'You want to advertise vacancies for free'. A blue arrow points to the second button.

Complete required fields including ticking your contact preferences:



Register as an organisation

First Name

Last Name

Email Address

Password

Confirm Password

Contact preferences

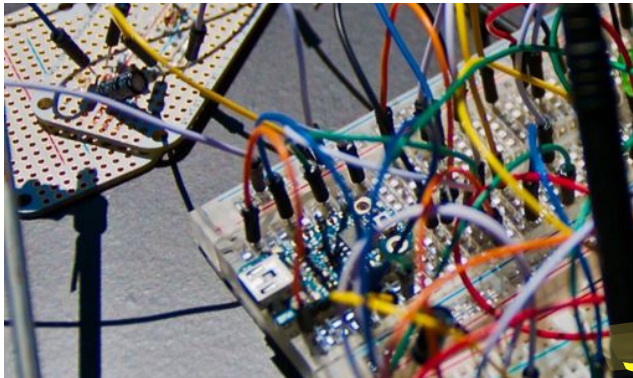
ProfessionPost is a product developed by Technical Labs Ltd. We will never share the data you give us to any other organisations without express permission and we will only contact you with relevant information about careers if you consent below.

You can change your mind at any time by clicking the unsubscribe link in the footer of any email we send you. You can also update these preferences in your profile at any time and you can delete your account if you ever need to.

- I would like to receive information about other ProfessionPost job boards relevant to my profession
- I would like to receive relevant careers information and advice from D&T Association



Select **Complete profile:**



Complete your organisation profile

Thank you for registering, you are now logged in. We still need to approve you, but before we can you must complete your organisation profile.

It only takes a few minutes, and once complete you'll be able to post vacancies.

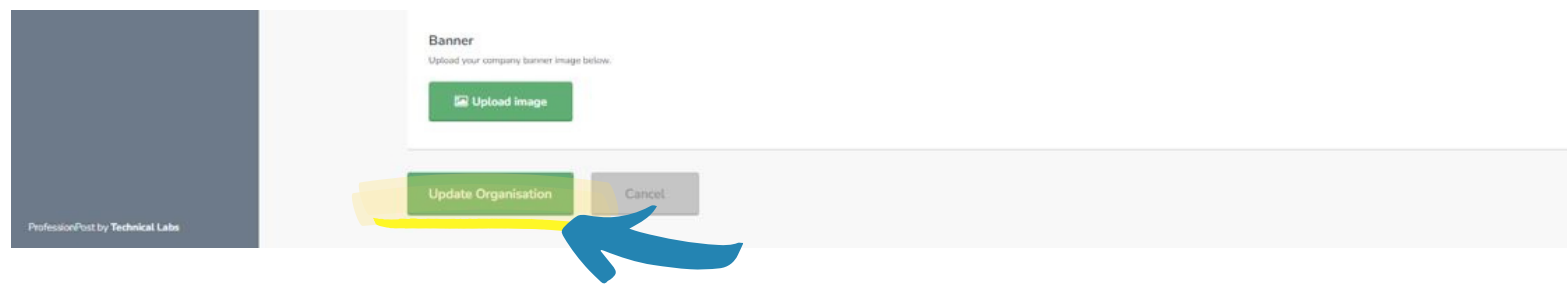
Please click the button below to continue.

[Complete profile](#)



Fill in all the required fields with details of your organisation:

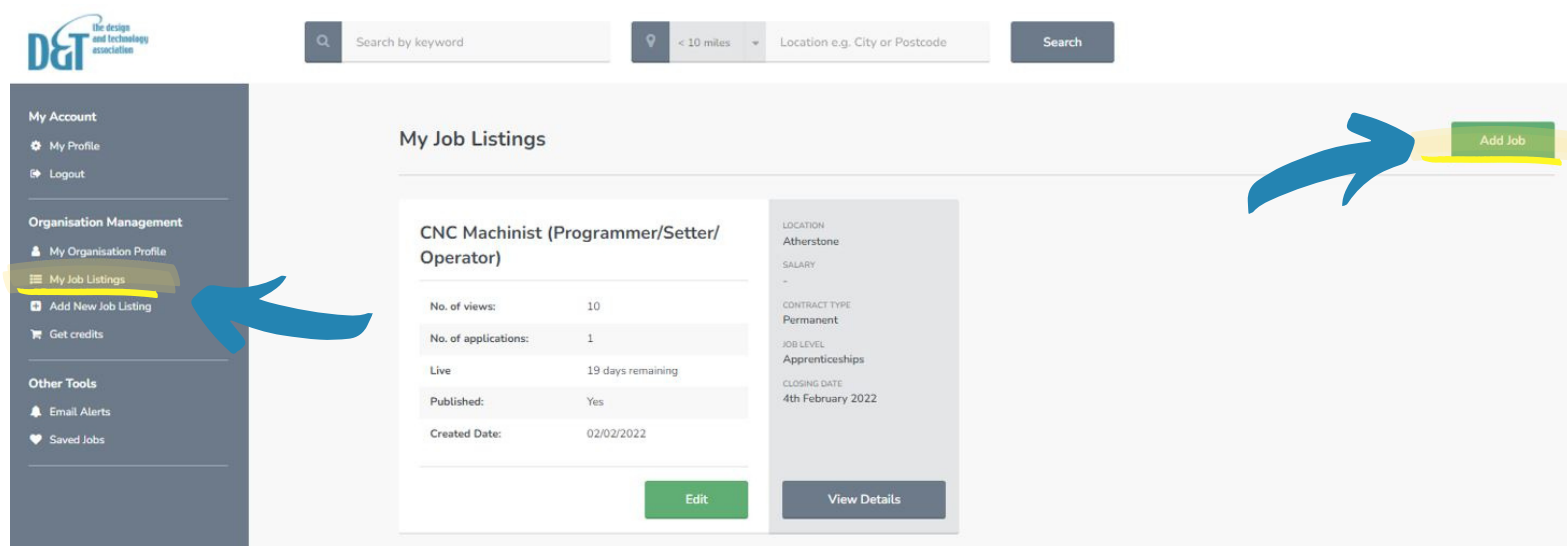
Click **Update Organisation** when all fields have been filled in:



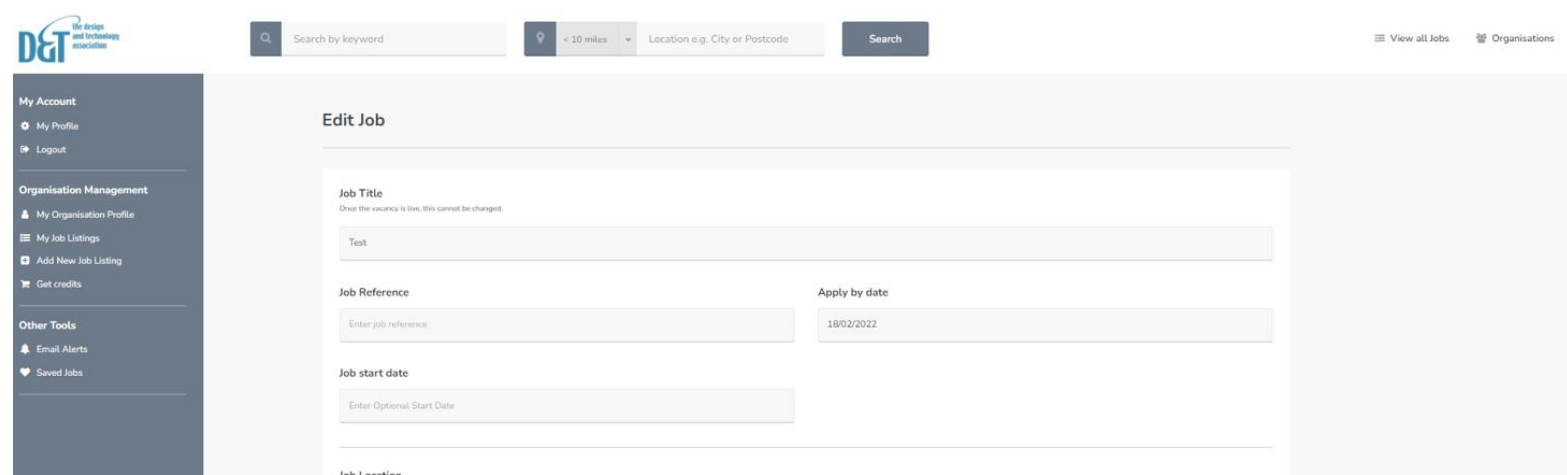
You will receive notification that your organisation is awaiting approval from site administrator (please email amelia.wright@data.org.uk and this will be expedited).

Second step: While waiting for approval please feel free to add your job listing. Click on **My Job Listings** located in the grey navigation panel on left hand side.

This will load a page with a green button top right to **Add Job**.



As the site is currently used to advertise teaching positions some headings will not be applicable, please disregard and just complete those that are relevant to your job listing.



Include job location, job description, salary, hours, contract type, job type etc.

Job Location

Location

Please enter in the postcode of the vacancy below. This will be used for the location search and will not appear publicly. Once the vacancy is live, this cannot be changed.

Location description

Please enter a custom location description that will be displayed against the job, eg "Central London".

Map

Select whether or not to show a Google map of the job location.

 Show map

Region

Please select at least one region for this vacancy.

<input type="radio"/> East Anglia	<input type="radio"/> East Midlands	<input type="radio"/> London	<input type="radio"/> West Midlands	<input type="radio"/> North East
<input type="radio"/> North West	<input type="radio"/> Northern Ireland	<input type="radio"/> Scotland	<input type="radio"/> South East	<input type="radio"/> South West
<input type="radio"/> Wales	<input type="radio"/> Yorkshire			

Job Description

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and text color.

Contract Type

Hours

Salary

Please enter in a custom salary description that will be displayed against the job, eg "Up to £25k + Benefits"

Salary description

Please select the salary ranges applicable for this vacancy to drive the search.

<input type="radio"/> Less than £5,000	<input type="radio"/> £5,001 - £10,000	<input type="radio"/> £10,001 - £15,000	<input type="radio"/> £15,001 - £20,000	<input type="radio"/> £20,001 - £25,000
<input type="radio"/> £25,001 - £30,000	<input type="radio"/> £30,001 - £40,000	<input type="radio"/> £40,001 - £50,000	<input type="radio"/> £50,001 - £60,000	<input type="radio"/> £60,001 - £70,000
<input type="radio"/> £70,001 - £80,000	<input type="radio"/> £80,001 - £90,000	<input type="radio"/> £90,001 - £100,000	<input type="radio"/> Over £100,001	

Pay grade

Please select pay grade.

<input type="radio"/> AST	<input type="radio"/> L1-L10	<input type="radio"/> L11-L20	<input type="radio"/> L21-L30	<input type="radio"/> MPS
<input type="radio"/> SEN1				

Job type

Please select job types.




<input type="radio"/> Assistant Deputy Head	<input type="radio"/> Assistant Head Teacher	<input type="radio"/> Deputy Head Teacher	<input type="radio"/> Head of Department	<input type="radio"/> Head Teacher
<input type="radio"/> NQT	<input type="radio"/> Teacher	<input type="radio"/> Teaching Assistant	<input type="radio"/> Technicians	



Please toggle the methods of application you would prefer and complete the required information.

Application Methods

Select the preferred application method(s) from the options, below. Simply click a heading to active / deactivate the options, and provide the information needed.

Allow direct job board applications		<input type="checkbox"/>
Allow company website applications		<input type="checkbox"/>
Allow email applications		<input type="checkbox"/>
Allow postal applications		<input type="checkbox"/>
Allow telephone applications		<input type="checkbox"/>

Supporting documents

If you would like to upload supporting files and documents for this vacancy, please click the "Add document" button below.

Save for later

If you are not ready to publish your vacancy, you can save it and return to it later.

Until your organisation is approved all jobs added will be unpublished.


Once your organisation has been approved you can retrieve the job from My Job Listing and publish. Please ignore any mention of purchasing credits, our team will ensure that your apprenticeship is published.

Select **Checkout** to finish the posting.
There is no cost incurred when clicking on **Checkout**.

Checkout

Purchase a 30 day listing for **1 credit**. You have **25 credits** available.

Please note: Once you have purchased your 30 day listing for this vacancy, you will no longer be able to edit the Job Title or the Location fields.



Should you require assistance with this process please feel free to contact amelia.wright@data.org.uk and we can arrange a call to run through the process.