

EDUCATION JOBS SOUTH

Creating a Job – Selection Guidance Document

Job Setup

Job Template

Field	Notes
Choose Job Template	You have the option to select a job template which auto populates some of the fields within the job advert.
Job Template Name	Job Template Explained
Teacher	To be used for all teacher job roles
Headteacher	To be used for all leadership/ headship job roles
Support Staff	To be used for all support staff job roles

Hierarchy visibility

Field	Notes
Organisation	<p>This will be auto populated to show your school details via a node which has been linked to your account.</p> <p>If you are a Multi academy trust, federation or have access to multiple schools accounts you will be required to select one within this box.</p>

Job Details (* Mandatory questions)

Job Title* <i>Free Text</i>	The Job advert title that will be shown on the advert.
Job Reference* <i>N/A</i>	Auto completed by Education Jobs – No input needed.
Number of Positions* <i>Free Text – Number format only</i>	The number of positions available for current job advert.
Job Category* <i>Drop down</i>	The job category that relates closest to the main job role of the advert.

Working Hours <i>Free Text</i>	The Working hours that you would like to be shown on the advert.
Contract Type* <i>Drop down</i>	The contract type that relates closest to the main job role of the advert.
Contract Template <i>Drop down</i>	Contract Template options explained below.
Contract Details <i>Free Text</i>	Free text to communicate any contract information that may be important for a potential applicant to know.
Salary Currency <i>Drop down</i>	GBP – Great British Pound.
Salary <i>Free Text – From and To</i>	This will need to show the bottom and top of a salary band needed.
Salary Frequency <i>Drop down</i>	The frequency that the successful candidate will receive the above salary.
Salary Text <i>Free Text</i>	The Salary text that you would like to be shown on the advert.
Country* <i>Drop down</i>	The country your job role is located in (currently only United Kingdom available)
Establishment Name and Location* <i>Free Text</i>	This should be auto populated to show your school details via a node which has been linked to your account.
Postcode* <i>Free text</i>	This should be auto populated to show your school details via a node which has been linked to your account.
Job Advert Map <i>Tick box</i>	If ticked your advert will show a map location based on the address input above.
Local Authority* <i>Drop down</i>	The local authority of your education setting.
Phase of Education* <i>Drop down</i>	The phase of education your setting is.
Experience Level* <i>Drop down</i>	The experience level required for the job role you are advertising.
Purchase Order <i>Free Text</i>	If you require a purchase order on your invoice please use this section.
Featured Vacancy (additional charge applies)*	Currently unavailable.

Drop down	
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Contract Templates explained

Contract Template	Templates explained
Optional	No contract required
Example Contract	Standard example contract will be available to use.
Example Letter	Standard example letter will be available to use.
External Schools – Conditional Offer Letter	Contract letter will be available to use for external schools.
HCC Maintained – Non Teaching Staff Conditional Offer of Employment	Conditional offer of employment letter will be available to use for HCC Maintained schools non-teaching staff.
HCC Maintained – Teaching Staff Conditional Offer of Employment	Conditional offer of employment letter will be available to use for HCC Maintained schools Teaching staff.
HCC Maintained School – Firm Offer Letter – Support Staff	Firm offer of employment letter will be available to use for HCC Maintained schools support staff..
HCC Maintained Schools – Employee Personal Details Form	Employee personal details form will be available to use for HCC Maintained schools
HCC Maintained Schools – Firm Offer Letter – Teaching Staff	Firm offer of employment letter will be available to use for HCC Maintained schools Teaching staff.
HCC Maintained Schools – Health Declaration Form	Health declaration form will be available to use for HCC Maintained schools.

Assign roles for this job

Job Hiring Manager	This will be auto populated and show the name of who is creating the advert. If you require a different user to be hiring manager click on your name to change.
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Job Notifications

Applications notification	A notification can be sent to job owner when a specified number of completed applications has been reached. The number put into this box relates to the number of applications submitted.
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Job Application Settings

Prevent online ATS Applications	By ticking this box you are selecting that you wish for all applications to be sent to the
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Tick box	school directly. You are turning off the online applications function for this job advert. You will then be shown an additional box where you can add a link to your schools website and application forms.
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Application Flow

Select Options	Here you can see the workflow behind a job which an applicant will follow. This is currently unavailable to amend.
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Candidate Processing

Email pack

Email pack*	The only option for this is Default. This is set as all email notifications.
Drop down	

Candidate / Employee Onboarding

Candidate/ Employee Onboarding	Select your onboarding package.
Drop down	
Onboarding Package	This is set to "V2 References", this is the workflow designed to request the applicant supply reference details when they are selected for interview.

Animations

Animation on hired	Ticking this box will enable an animation that will flash on screen when you hire a candidate.
Tick box	

Internal Feedback Forms

Shortlist Questionnaire	Currently only Shortlisting questionnaire available.
Drop down	
Longlisting Questionnaire	Currently only longlisting questionnaire available.
Drop down	

Interview Stage

Enable SMS Notifications Tick box	Ticking this box will enable the use of SMS notifications throughout the recruitment journey. This is set to yes automatically.
Interview Workflow Drop down	This is the specific interview workflow you will be requiring, it is linked to the type of job being advertised. Leadership/ Headship, Teaching and Support roles.
Interview Feedback Questionnaire Drop down	This is if you would like an automatic interview feedback questionnaire sent to the candidates once interviews have concluded.

Offer Stage

Offers Questionnaire	Currently no options available.
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Custom Notifications

You are able to create custom notifications that can be sent at certain times during the recruitment, these will be in addition to the standard email notifications set up for the process. You can add multiple notifications using the “Add” button on the bottom right of the template notification. All notifications you have set up will show in the “Current Notifications” section below.

When a candidate moves to Drop down	Select the recruitment step where the notification should be sent out at the point a candidate is moved into this step.
Send an Drop down	Select if you wish to send an SMS, Email or both.
To the following users Drop down	Select who you wish the notification to go to.
Email template, SMS template	Complete these boxes with the notification title (email only) and notification text you wish to be sent to the candidate.

Custom Fields - this is where you add any questions that relate to the vacancy, that you wish to report on. Note: these do not appear on job adverts.

Replacement Type* Drop down	This is the reason you are advertising this job role.
Leaver Name Free text	You have the option to add a name of the leaver if you wish. It is not required.
Please select your SLA type* Please pay attention to the applicable costs depending on your SLA type. If you are unsure what contractual arrangement you have with EPS, Please contact us.	This is where you must select your SLA type. Please discuss with your school leadership team in the first instance to establish if you hold an SLA with EPS and if so which type.

Drop down	
Permission to use images in photos* (consent) – Do you have written consent from the subject of individual depicted to publish this photo/ image?	This is to confirm you have consent to post any photos containing people.
Drop down	
Permission to use images in photos* (Intellectual Property Rights) - Do you have proper licensing or permission to use stock images pursuant to the relevant Intellectual Property laws?	This is to confirm you have consent to post any stock images or images not containing people.
Drop down	
Key Stage*	This is to select the key stage the job advert is for.
Drop down	
Suitable for a job share arrangement? *	This is to select if the advert is suitable for a job share.
Drop down	
Suitable for ECT?*	This is to select if the advert is suitable for an Early Career Teacher.
Drop down	
Suitable for Apprentices?*	This is to select if the advert is suitable for an apprentice.
Drop down	
Is this job for multi-locations?	If your advertised job is based at multiple locations please select yes.
Drop down	
Enter your DfE Establishment Number* (4 digits)	The second four digits of your schools DfE number. These can be found if unknown on Get Information about Schools - GOV.UK
Free Text	
Enter your local Authority Prefix Number* (3 digits e.g 850 or 931)	The first three digits of your schools DfE number. These can be found if unknown on Get Information about Schools - GOV.UK
Free Text	
Main Subject *	This is the main subject that your job is related to.
Drop down	
District*	This is the district which your school operates.
Drop down	
Please select the Jobs board the advert will be posted to*	This is related to the different areas within Ed Jobs (Hampshire and Oxford) This will be set automatically and locked.
Drop down	
Job Type*	This is the type of job you are advertising.
Drop down	

Job Dates

Advert Start Date*	The date you would like the advert to start.
Calander Table	
Then from Calendar Table	If you would like to stagger the advert visibility you can select a second date here and directly to the right you will have a second visible to box where you can select who you would like this visible to.
Closing Date*	The date you wish this advert to close.
Calendar Table	
Visible to*	This is directly to the right of Advert start date and is asking who you would like the advert to be visible to from this date.
Drop down	
Visible to*	If you would like to stagger the advert visibility you can select a second group here, this will be directly to the right of the Then from box you will have a second visible to box where you can select who you would like this visible to.
Drop down	
Please note we would advise selecting Visible to Everyone in the top box to ensure the advert is published on all jobs boards.	