

## **New free website for schools to advertise vacancies – advice note**

### **1.0 Overview**

The DfE have developed a free website for schools to post all teaching and support vacancies themselves, giving them ownership to advertise and promote roles and with the aim to reduce the amount spent on recruitment advertising.

Following the initial testing stage with a sample of schools in the North East and Cambridgeshire, the service has now been extended to all schools in the North region (including North Yorkshire).

Longer term it is hoped that this job listing will be 'known' as the place to go if you want to work in Education, like 'nhsjobs' is to Health. However realistically it will take time to gain momentum, and start to yield results. The only way it will become a strong attraction tool will be if all vacancies in Education are posted on the site; we have a role to play in supporting the development of this and the benefit we then enjoy as a result.

### **2.0 Instructions for schools**

Invitations to register and use the service have been sent via email to each school (registered school email address) marked for the attention of the Headteacher/Principal, during August 2018. On receipt of this your school should provide the details requested by the DfE so a school account can be set up – even if there is not a current vacancy. This will enable the delivery team to manage the scaling up of this free service. We are following up to confirm you have received this information and to encourage you to start using the site to promote current and forthcoming vacancies.

You can access the website [here](#) or visit [www.teaching-jobs.service.gov.uk](http://www.teaching-jobs.service.gov.uk). To post a job you need to click on the heading 'list a teaching job at your school' once you have submitted your details to the DfE, and log in using the login details you will be provided with.

### **3.0 Advice and Guidance**

North Yorkshire is certainly not immune from the 'teacher recruitment crisis' and our advice to schools is to register and use this free service from now onwards. It is an opportunity to start building a national job listing that is free to both schools and jobseekers and we hope ultimately it will reduce the amount schools spend on recruitment advertising. We acknowledge that it will take time to build the momentum of this site, but the sooner all schools and job seekers start to use it, the quicker the site will gain in popularity.

From looking into the service we recommend:

- When adding your vacancy to the site, that you include the actual link to the vacancy not a general website; this improves the application process from the candidate's perspective and they are more likely to apply. You can't attach any documents to the job posting – with applicants clicking on the 'more information' tab which opens the link you provide in a new window, so it is information that they access the vacancy information directly.
- You include the specific information about the role and the school in the first box as there are fixed headings on the job posting (job description, essential education requirements, essential qualifications, essential skills and experience and employee benefits).
- For schools who buy into the ESS recruitment advertising service we recommend that you wait until your post is placed on NYCC jobs before posing on the DfE site as it will be easier to provide the applicant with this link direct to the vacancy.

### **4.0 Feedback and support**

We would welcome your feedback into this service as we are keen to hear your views, both in terms of functionality and success, so that we can liaise with the DfE on behalf of the region. Please contact Abi Almond within Resourcing Solutions at [resourcingsolutions@northyorks.gov.uk](mailto:resourcingsolutions@northyorks.gov.uk) or call 01609 535585.