

Schools Recruitment Online Booking Form User Guide

Before you begin, you will be prompted to read a statement which highlights our requirements from you.

Please note you can save and return to the form by clicking on [Save as Draft](#)

School recruitment advertising service

Please submit all the required information in order for us to process your advert.

Use this form to provide relevant information for us to advertise your vacancy.

To complete this form, you will need to input all the information listed in blue text on the right of the screen. We advise gathering this information before you start to complete the form.

It is very important that you check the spelling and grammar before submitting this form as this text will be used in the advert.

You have the option to save the form and resume later.

* Indicates required

We aim to fulfil this request within 2 working days from the time it's been submitted

Once submitted your advert will go to the advertising team to publish, you will receive an email confirmation with the link to view your advert within 48 hours. If you have any questions or need to get in touch with us about the advert you are about to submit, please contact us using the following form [Schools advertising service queries](#)

Save as Draft

Submit

Required information

Address

Website

DFES number

Telephone

E-mail

First name

Surname

Job title

Term time only

Salary type

Salary Details

Contract type

Hours

Closing date

Interviews to be held

Overview

About the school

About the role

About the candidate

Other information

Safeguarding statement

Do you wish to upload an application form?

Our standard service

Update Total

You will then be required to enter 'Your details', this will then bring up the details we currently hold for your school. If you are external or would like to add your own details to this form, then please add to this.

Your details

Current User

i

Customer location

i

x

Alternative contact number

*Customer email

*Customer telephone number

*Is this on behalf of another user?

No

Your School details section will appear with your information automatically. Please check that the information is up to date. You may need to add/replace new contact details. If you are external, please complete the following fields: School address, Website link, DFES and all contact details.

Request Detail	
School details	
* Address	<input type="text"/>
* Website	<input type="text"/>
* DFES number	<input type="text"/>
* Telephone	<input type="text"/>
* E-mail	<input type="text"/>

Complete the following fields:

- Enter the Job Title of the post.
- Confirm if the post is Term time only
- Salary type & Salary details
- Contract type
- Hours
- Closing date & Interview date

Role details	
* Job title	<input type="text"/>
* Term time only	<input type="text" value="-- None --"/>
* Salary type	<input type="text" value="-- None --"/>
* Salary Details	<input type="text"/>
* Contract type	<input type="text" value="-- None --"/>
* Hours	<input type="text" value="-- None --"/>
* Closing date	<input type="text" value="DD/MM/YYYY"/>

The Advert information form will then appear. In each of the boxes you are required to provide us with as much information as possible. Each box you will find has a subtitle where we like to have a few sentences to do with that area. The more information we have the better the advert! For example, tell us about your School, tell us what the applicant is expected to do in their role. The more the better!

Advert information

* Overview ?

Entice candidates to read more, set out an opening short paragraph that inspires them to read on. Include the following – job title, name of school, contract type (permanent?), full or part-time? Potential start date, salary (stating if this is pro-rated). ✕

* About the school ?

Tell candidates about your school – selling points to make your school stand out from the other schools (you are competing for the same candidates). Include a hyperlink to your school website. ✕

* About the role ?

Sell the role to candidates. Top performers respond to challenges more than money, make the job sound rewarding and stimulating. Tell potential applicants what they will be responsible for; give an outline of their day-to-day tasks and who they will be reporting to and what's great about your school/staff. ✕

The Additional information section will show next, it will ask if you wish to upload your own Application form then, please select 'Yes' and upload it. If you wish to use our Bucks application form then please select 'no'. You will then need to inform us in the box of where to send completed application forms to (we will then attach our Bucks application form to your advert). If you wish to upload any other documents such as Job description & Person specifications these can be attached. You also have the option to upload any other documents that you wish to upload and your Schools logo if we don't currently hold this.

Additional advert information

***** Do you wish to upload an application form?

-- None --

Job description

Upload

Person specification

Upload

Information about the school/dept or any other documents or links you would like candidates to have access to

Upload

School logo

Upload

Then the Charges & Services section will show. You will need to select 'Our standard service'. If you require any social media, Job centre publishing or other service then please select the correct option. If you are using the social media option, then please upload three good quality images that we can use for your templates.

If you do not require any of these then please leave blank. We also have the TES publishing option if you wish to advertise. Check over the total and add in any comment you might have.

Charges and services

* Our standard service

-- None --

Would you like to purchase additional advertising services? (Choose one or more)

☐ Advert promoted once on social media including Facebook, LinkedIn, Instagram and X £153.40

☐ Advert published on Job Centre website £61.32

☐ Advert published on TES jobs website £61.32

* Total:

☐ Update Total

Please use this box to add any additional comments you might have:

Would you like to purchase additional advertising services? (Choose one or more)

☒ Advert promoted once on social media including Facebook, LinkedIn, Instagram and X £153.40

☐ Advert boosted on social media - minimum charge £30

Boosting is when additional budget is put behind a social media post to enhanced it's reach and engagement. When a post is boosted, we can reach additional audiences outside of our page's followers, and sometimes even target specific locations and demographics. Boosting is available on all platforms, but we found Facebook the most effective and valuable.

☐ Advert published on Job Centre website £61.32

☐ Advert published on TES jobs website £61.32

Upload a picture for social media

Upload

Once you have completed the form you will need to select the ‘Submit’ button on the right-hand side of the form. You will then receive your reference number (please keep a note of this). This will then be sent across to our Advertising Team to be processed for you.

Upload a picture for social media

Upload

Upload a picture for social media

Upload

*Total:

☐ Update Total

Please use this box to add any additional comments you might have:

Add attachments

Save as Draft

Submit

Required information

Address

Website

DFES number

Telephone

E-mail

First name

Surname

Job title

Term time only

Salary type

Salary Details

Contract type

Hours

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About the candidate

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Do you wish to upload an application form?

You will receive an acknowledged email with a live link once your advert is live on our website.