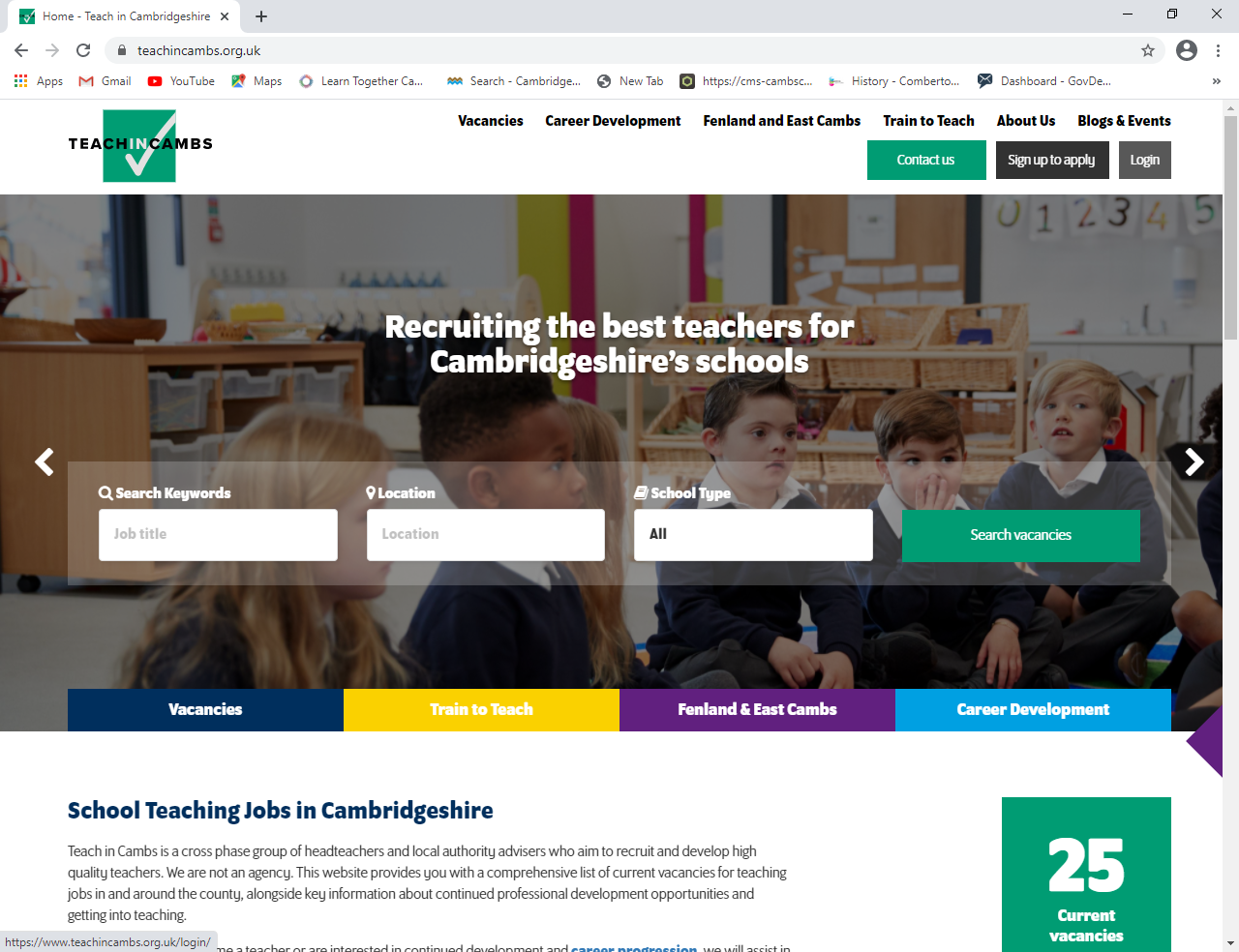
**Notes for schools for using** [**Teach in Cambs website**](https://www.teachincambs.org.uk)

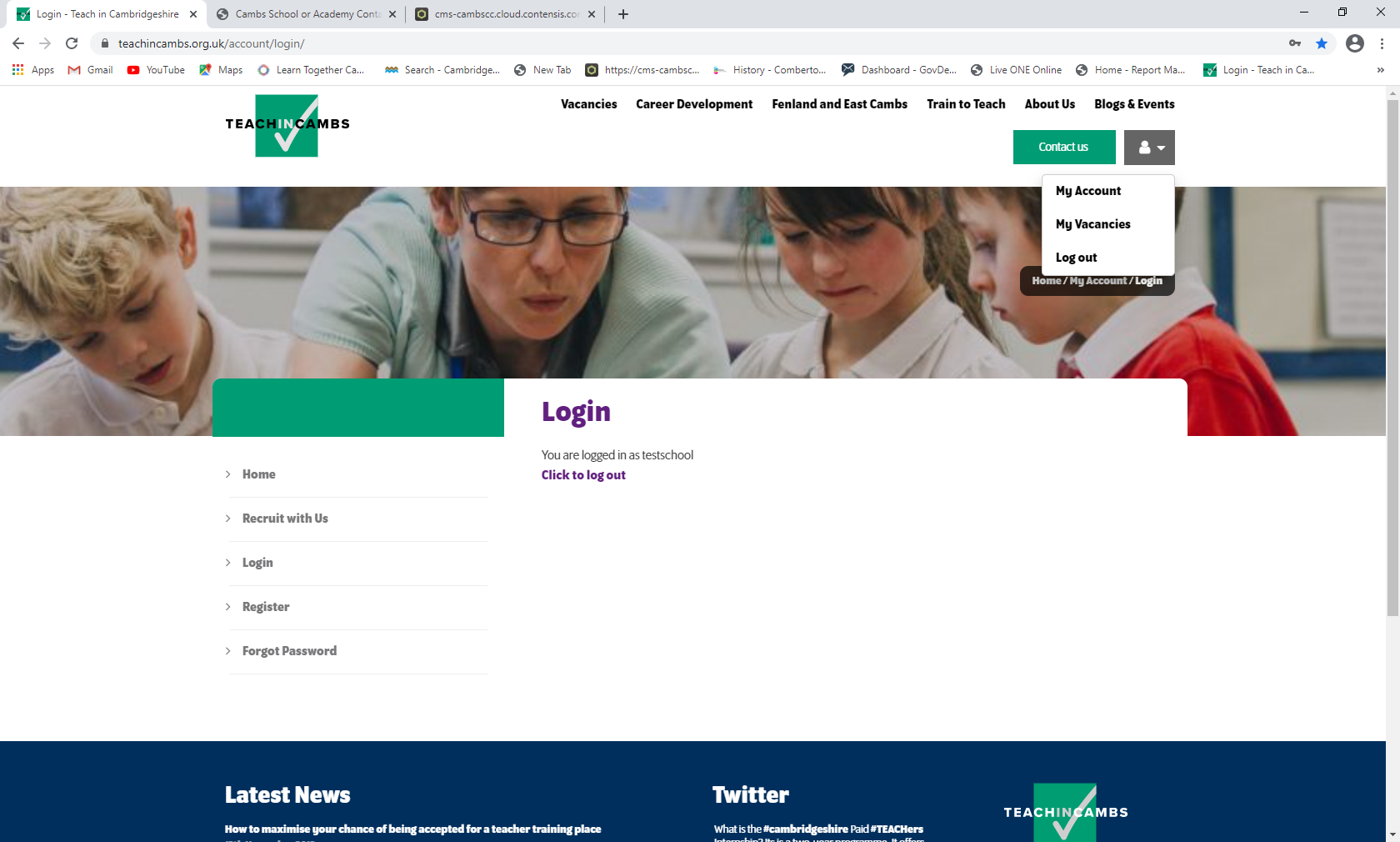
Open the Teach in Cambs website here: <https://www.teachincambs.org.uk>

Click `Login’ (top, right of screen) and log in using the username and password that the CCC Schools Recruitment Team have provided you with:

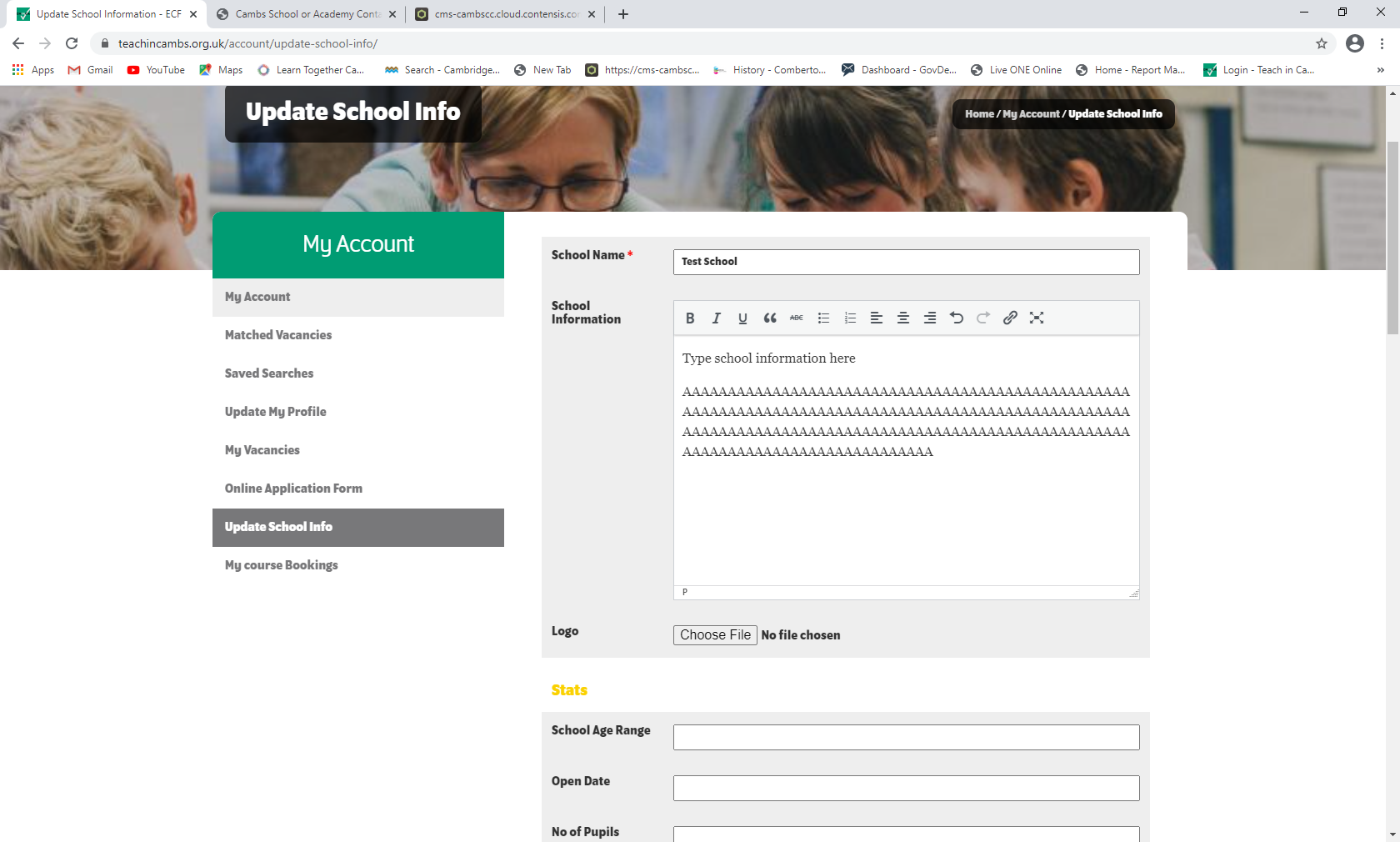


1. **Updating your School Profile**

Once you have logged in, click the drop-down arrow next to the person symbol in the top, right corner and select `My Account’:



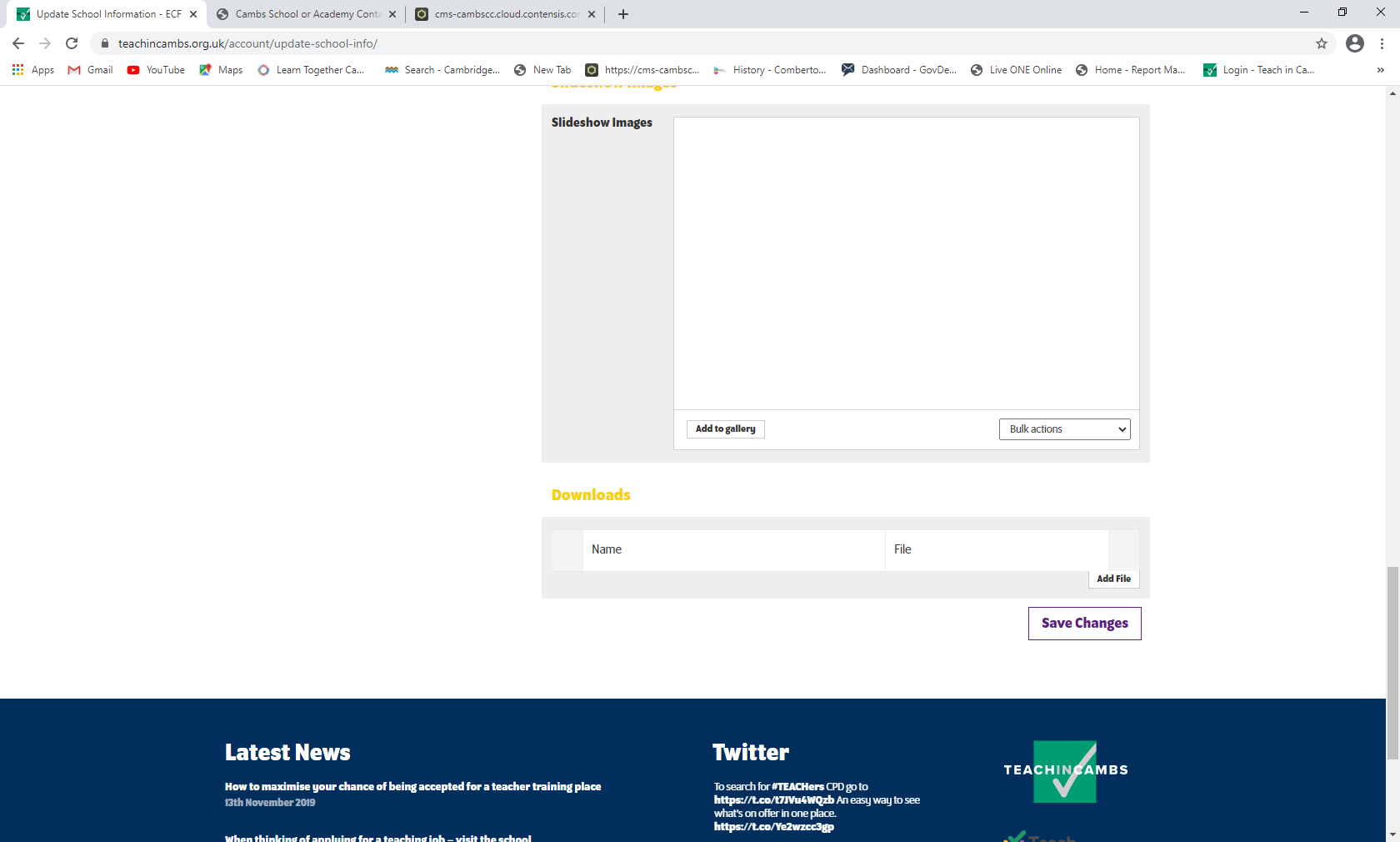
Select `Update School Info’ from the list of options on the left, then you will see the following:



Write your school information in the text box provided, as well as the other details requested on that page:

**For the logo**: Select `Choose File’, browse to your saved logo, double click it and its title will appear on the page.

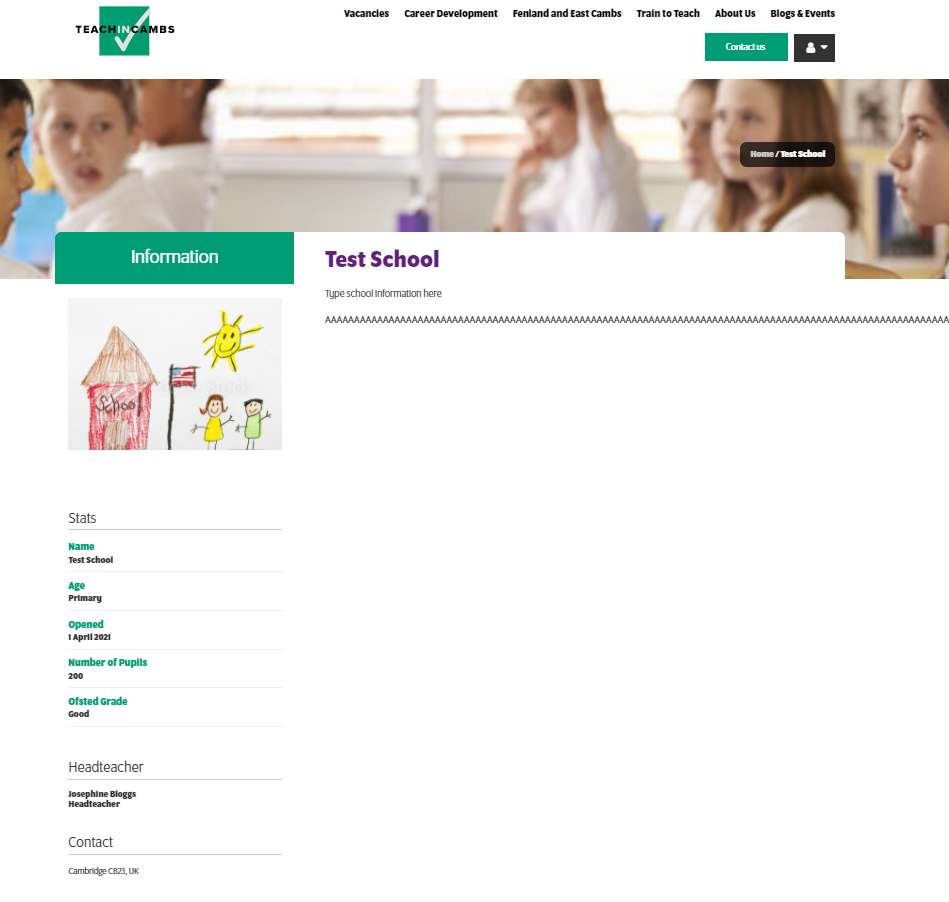
**Click `Save Changes’**:



You also have the option on the `Update School Info’ page to add `Slideshow Images’ which will then display and to add files (although these are not necessary).

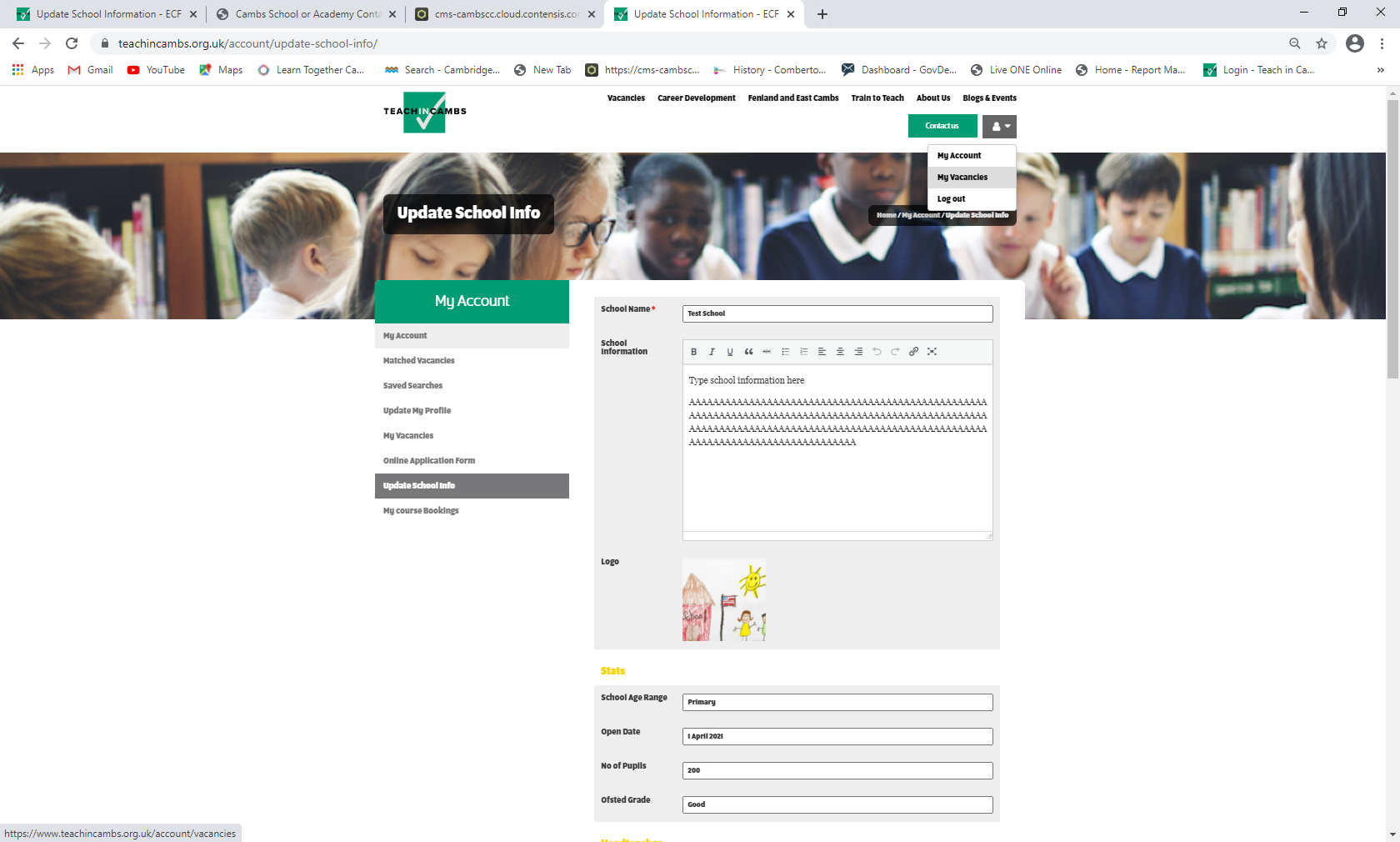
**Save Changes**

When somebody clicks on your school on the live [TeachinCambs site](https://www.teachincambs.org.uk), they will now see your school displayed, including the logo and the information you’ve provided. See below:

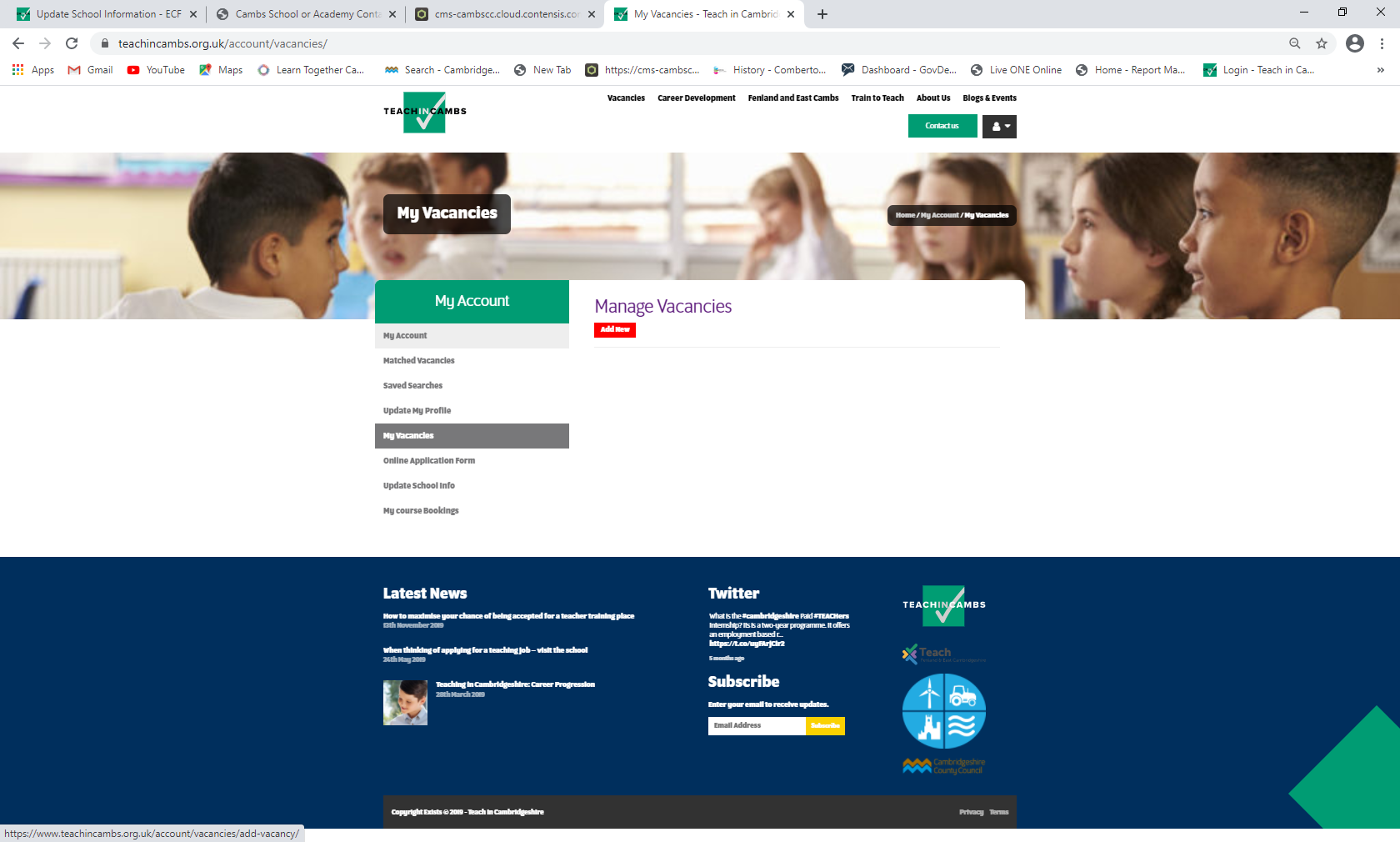


1. **Adding a school vacancy to the** [**Teach in Cambs**](https://www.teachincambs.org.uk/train-to-teach/cambridge-paid-teacher-internship/) **website:**

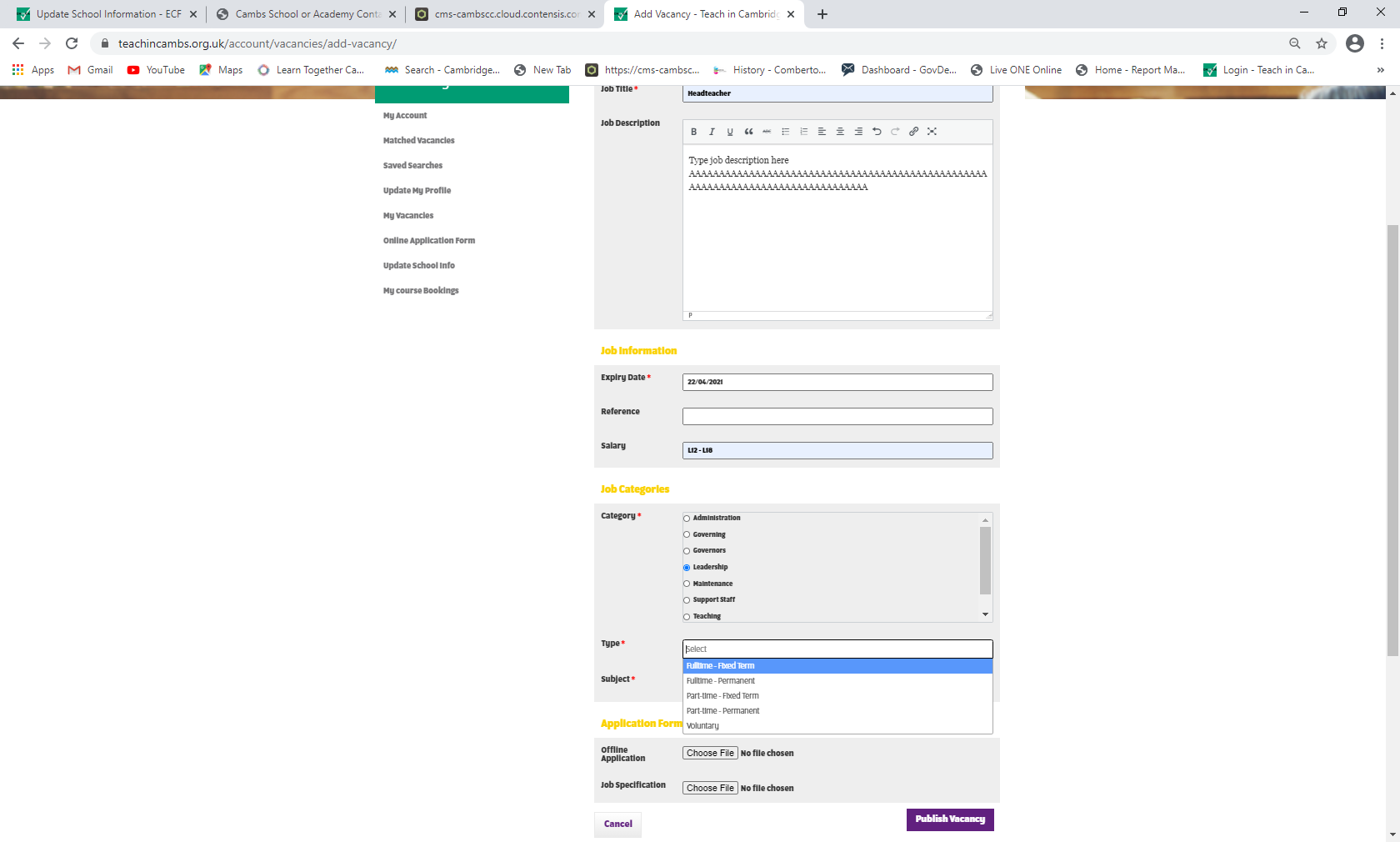
Click the drop-down arrow next to the person symbol in the top, right corner and select `My Vacancies’:



Under `Manage Vacancies’, click `Add New’:



Fill in the details requested on this page (\* indicates mandatory fields):



**Job Title**

**Job Description** (Copy and paste text into the text box)

**Expiry Date**

**Reference** (your own job reference)

**Salary** (for example, L12 – L18)

**Category** (for example, Support Staff, Leadership, Teaching etc)

**Type** (for example, Fulltime – Permanent, Part-time – Fixed Term etc)

**Offline Application** (Upload the application form you wish to use here, **if you don’t want candidates to apply directly through this website**)

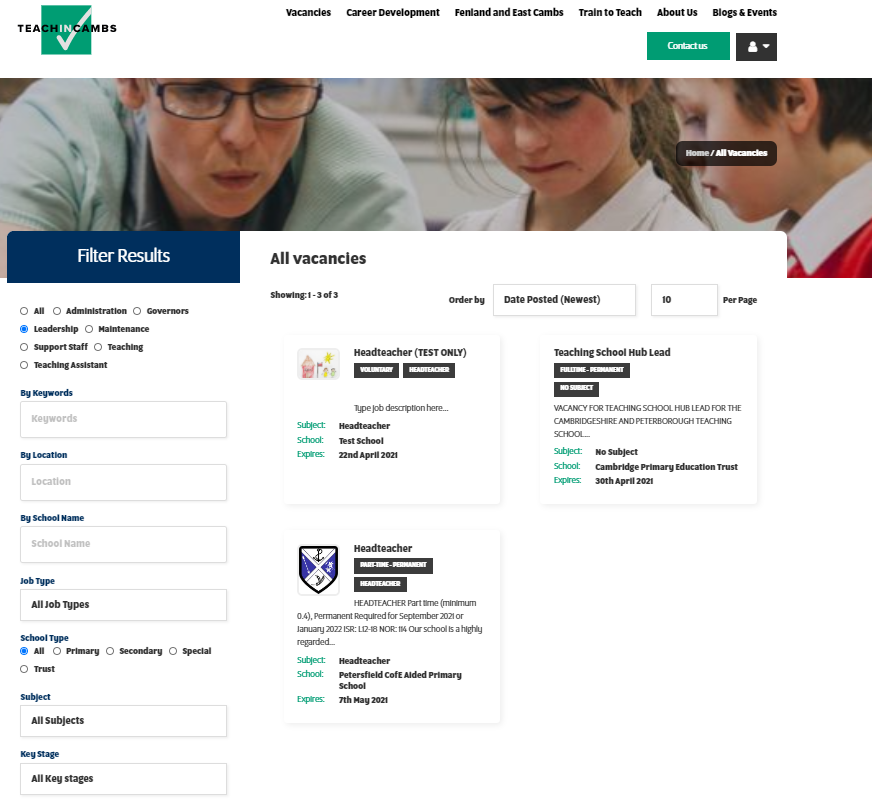
**Job Specification** (Upload the Job Specification document here)

**Select `Publish Vacancy’ when you have finished filling in all of the job information.**

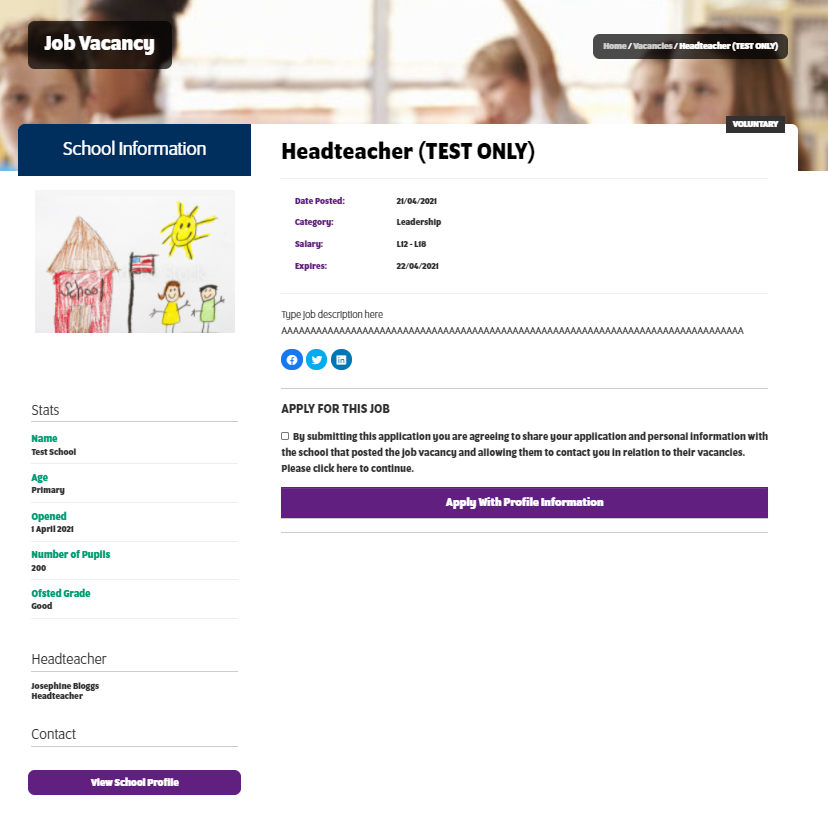
Once you have published the vacancy you will be able to see it listed under `Manage Vacancies’:



**When somebody goes to the Teach in Cambs website and searches for `leadership’ vacancies they will then see the following vacancy details:**



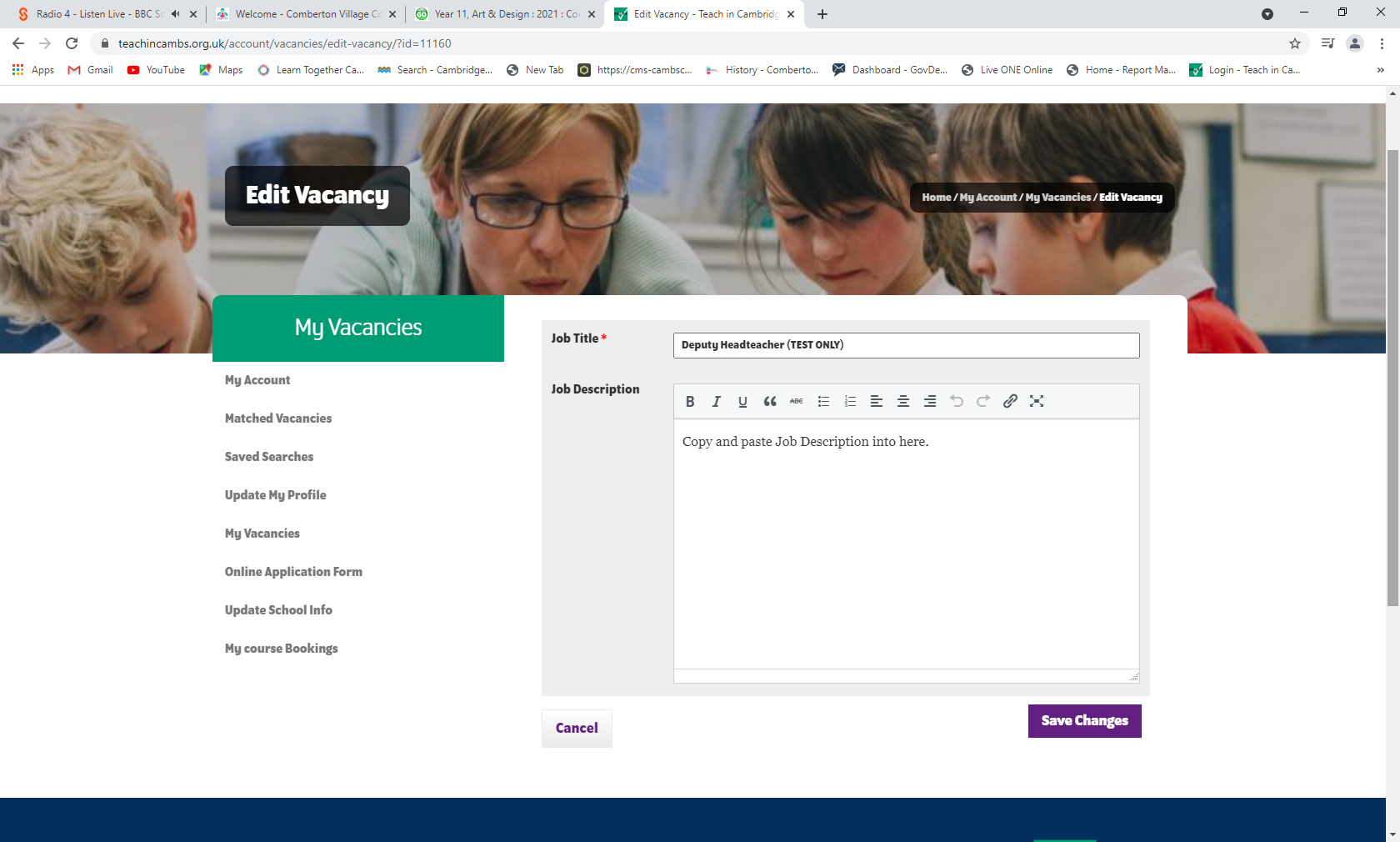
**If they then click on the heading `Headteacher (TEST ONLY)’, the following details will be extracted:**



Prospective candidates are then able to apply directly by clicking `Apply With Profile Information’.

1. **Amending a school vacancy**

Log in and select `My Vacancies’ as above. Click on the `Job Title’ of the vacancy you want to amend and from there you will open the advert and can amend the Job Description:



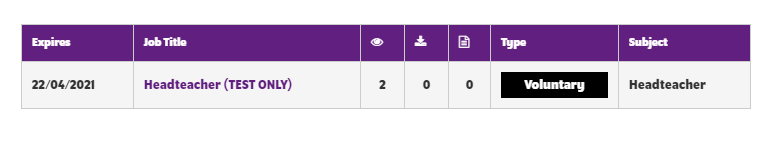
1. **Monitoring your school’s vacancies**

Log in to your account (as described above) and select `My Vacancies’. You will then see the following:



The eye symbol will show you how many views your vacancy has had.

Applications can be submitted by completing the form built into the website and the **page symbol** shows you the number of applications that have been submitted through the online form:



Click the number of applications to view and download them.