DET 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: DEAT the design and technology association < 10 miles - Location e.g. City or Postcode ≣ View all Jobs Organisations C Support Search by keyword Sort by Newest first -**Featured Organisations** Refine Your Search Design & Technology **Design and Technology** University of ProfessionPost Technician Technician Entry Level University of Roehampton Sarah Bonnell School London Design & Engineering UTC Department: School of Education Joh Our school values 'Be Proud, Aim High, South West London title: Technician, Part time (0.6 FTE/21 Work Hard, Be Kind, No Excuses' are at hours per week) Grade: RU04 Salary: the centre of everything we do to Teacher £14,593 - £16,325 p.a. inclusive of maximise girls' progress, develop their £14.593 - £16,325 p.a. Technician London Weighting Allowance An inclusive of London character and promote their emotional exciting opportunity to join the School of Weighting Allowance health and well-being. We are an Permanent Education as a Design and Technology CONTRACT TYPE oversubscribed girls' school in East JOB LEVEL Technician has arisen. As Design and Permanent London. We can offer excellent Technology Technician, you will provide opportunities for professional London IOB LEVE an excellent service in maintaining the development and a great working CLOSING DATE Entry Level GreenacreAcademyTrust 26th June 2022 specialist classrooms and workshops for environment. We are looking for an both primary... read more ambitious, committed professional to 2nd July 2022 join our succes... read more Greenacre Academy Added 3 days ago Added 3 days ago Design and Technology Teache Textile f 🗹 🖬 🖂 f 🗹 in 🖂

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



DET

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Complete required fields including ticking your contact preferences:



Register as an organisation

I would like to receive rel

First Name	Last Name
Your first name	Your last name
Email Address	
Your email address	
Password	Confirm Password

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 relevan 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



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

Complete profile



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

DET the drapp and technistry association	Q Search by keyword Q e10 miles * Location e.g. City or Postcode Search	$\equiv {\rm View} {\rm all} {\rm Jobs}$	씋 Or
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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.

DET the design end technology esociation	Q Search by keyword	Q < 10 mites	← Location e.g. City or Postcode	Search	
My Account Ø My Profile B Logout	My Job Listings				Ad
Organisation Management My Organisation Profile My Job Listings	CNC Machinist (F Operator)	Programmer/Setter/	LOCATION Atherstone SALARY		
Add New Job Listing Get credits	No. of views: No. of applications:	10 1	CONTRACT TYPE Permanent JOB LEVEL		
Other Tools	Live Published:	19 days remaining Yes	Apprenticeships CLOSING DATE 4th February 2022		
Saved Jobs	Created Date:	02/02/2022			
		Edit	View Details		

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.

DET the design association	Q Search by keyword	♀ <10 miles + Location e.g. City or Postcode	Search		替 Organisations
My Account Ø My Profile B Logout	Edit Job				
Organisation Management My Organisation Profile My Job Listing Add New Job Listing Get credits	Job Title Once the vacancy is the clanest be charge Test	d.	Apply by date		
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Include job location, job description, salary, hours, contract type, job type etc.

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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 needs	rd.
Allow direct job board applications	•
Allow company website applications	•
Allow email applications	•
Allow postal applications	•
Allow telephone applications	
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.	
Save Job Cancel	

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.
Checkout
Should you require assistance with this process please feel free to contact

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.