SCHOOL
USER GUIDE
2023

Teachers On Net

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Teachers On Net

Australia's Leading
Education Jobsite

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School Dashboard

The School Dashboard allows you to manage your school details, users and advertising all in one handy location.

Access it by clicking on the drop down box next to your name at the top right of the page, and selecting School Dashboard.

School Profile

The School Dashboard provides a view for that particular location only. You can view, edit and post new ads. This also shows you stats, including view rates and the number of Saves and Applications (dependant on the application method chosen).

If you require access to additional locations, or a different location, please contact Teachers On Net for assistance.

The default view displays your current published ads. To view Draft or Archived ads, click on the 'Show Only:' Dropdown box and change to the relevant option.

Scroll down the page to Edit your schools details.

You can add or update details such as address, contact details, logo background information and many other details to let jobseekers know about your school. No. of Students is the only field that cannot be edited as this is used for billing purposes. Please contact Teachers On Net if you would like this updated.

Details

Name:	The Teachers On Net School
Website:	https://www.teachers.on.net
Phone Number:	1800003202
Teaching Level:	Primary
Gender:	Coed
No. of Students:	734
No. of Teaching Staff:	26
No. of Non-Teaching Staff:	25
Principal:	Karina Guthrie
Affiliation:	None
Logos:	None
School Background Information:	Teachers On Net has been open for business since 1999. We're 100% Australian owned and operated, with all development carried out in Australia.
Location:	Adelaide, SA

Edit School

Adverts

You can view your ads from the School Dashboard.

The default view displays your current published ads. To view
Draft or Archived ads, click on the 'Show Only:' Dropdown box and change to
the relevant option.

You can also use the 'Search' feature to search and filter by a specific position
or date.

	Suburb	Published	Deadline	Status	Views	Saves	App	cvSearch
e High School	ADELAIDE	12 October 2022	27 October 2022	Published	0	0	0	Q Find
Maths Teacher Adelaide High School	ADELAIDE		29 October 2022	Pending	0	0	0	
Principal Adelaide High School	ADELAIDE		21 October 2022	Draft	0	0	0	

Adverts

All Status |

Select Schools

Archived
Draft
Pending
Published

Search:

Showing 1 to 3 of 3 entries   Previous 1 Next

Click on the ad to view, edit, copy or archive the ad.

Users

There are 2 levels of access for Users. They can have access to all schools and locations for the Advertiser account, or access to particular locations. To edit access to locations, select the ✏️ icon next to the Users current location. To edit the Users information select the ✏️ icon on the far right.

👥 Users

These people can log in as an advertiser and place ads on behalf of your organisation.

Search: [   ]

Full Name ▲	Email Address	Position	School Access		
Kelly Edgars	kelly@school.com	Assistant Principal	✏️ All Schools	✏️	🚫
Sara Smith	sara@school.com	Principal	✏️ All Schools	✏️	🚫

Showing 1 to 2 of 2 entries

Previous [1] Next

⊕ Add User

Add User

< Advertiser Dashboard

ⓘ If **All Schools** is selected under **School Access**, this person will be able to access your organisation's Advertiser Dashboard. Otherwise, they will only be able to access the selected School.

School Access:
- ☐ All Schools
- ☑ Adelaide Primary School
- ☐ Teachers On Net
- ☐ The Rundle St School
- ☑ The Teachers On Net School

Full Name: Sarah Smith

Position: HR Officer

Your user will need to use these details to log in. Please take a note of them before you click "Add User".

Email Address: sarah@teachers.on.net

Password: I5qXYZpFJm [Generate Password]

Note: please save this password, it will not be shown again once you submit this form.

Add User

Posting an Ad

Once logged in to your Teachers On Net account, navigate to your School Dashboard. Click on 'Post Ad'.

The Post Advert screen is divided in 2 sections. The left side is for all the details of your ad, and the right is a live preview without the school information and logo. All fields with red are mandatory fields.

Location: Defaults to the location previously selected.

Position Title: The title of your ad e.g. Primary Teacher

Closing Date: The date your would like your ad to automatically archive/close.

Position Type: Choose the relevant position from the dropdown list.

Contract Type: Choose from 3 options.
Permanent/Ongoing – for permanent/ongoing roles
Contract – for contract/fixed term roles
Casual/Relief – for casual employment

Posting an Ad cont.

FTE: Must be a number between 0 and 1. If 1 is entered, the position is advertised as full-time. If less than 1 (e.g 0.8), the position is advertised as part-time. If the position is part-time and you do not wish the FTE number to be visible, enter 0 in this field.

Subjects: This is not a mandatory field. You can add one or multiple subjects as required. The subject field will only appear for specific Position Types.

Application Method: There are 3 options:
Teachers On Net - Receive and manage applications via Teachers On Net.When you select this option, an additional field will appear so you can add the email address you would like applications to be sent to.

External Site - Direct people to your website or HR system to submit their application. When you select this option, an additional field will appear so you can add the website link you would like applications to be sent to.

Custom Instructions (Not recommended)
Type in specific instructions for your application such as directing them to send their application to a specific email address.

Summary: The Summary field should be used for a short snapshot of the role. This information is displayed on the Teachers On Net job search or email alerts to jobseekers.
Please note: this field is limited to 400 characters

Description: Please enter all the details regarding the job into the Description. This is the main area of the ad and should include information such as position criteria, qualifications and experience required.

Posting an Ad cont.

Attachments: You can attach multiple documents such as position description and application forms to your ad. Click Browse to upload a document from your computer. You can delete documents by clicking the delete box, and Save.
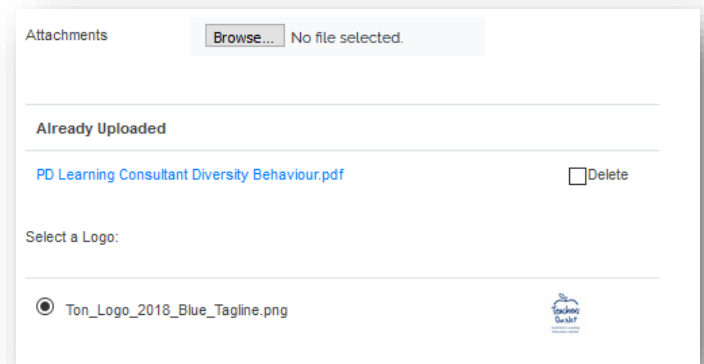
Logo: If you have a logo, the system should automatically select this for your ad.
To add a new logo, you will need to save your ad and add a new logo by editing the school details. Once added to your school, edit your ad and select the logo.

Once you have completed all details select 'Save and Preview' to see the final version of your ad, or select 'Publish' to set your ad live.
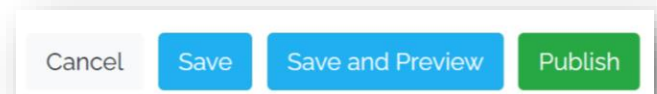
Should you need to edit the ad after saving, select Edit Advert.
Otherwise if you are happy with the final version select 'Publish' to set your ad live. Until you select Publish, your ad will remain as Draft.

If you just select 'Save' instead of 'Save and Preview' it will send your ad to drafts.
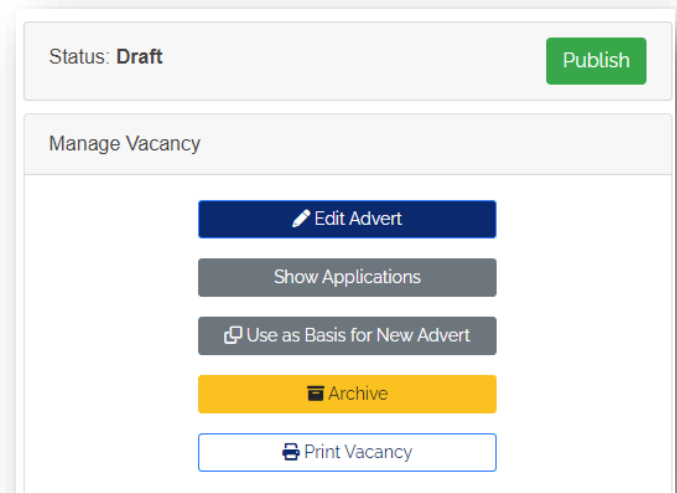
cvSearch

You can search through our qualified database and invite qualified candidates to apply with our new cvSearch feature.

A 'Find' button is enabled for each published job

In your dashboard Adverts table, scroll to the right-most column. A 'Find' button is enabled for each published job under the cvSearch column. Clicking on the 'Find' button will take you to cvSearch.

Note: This button is only available for current published positions.

Filter cvSearch Criteria

Adjust your search filter criteria, including:

- Position Type
- Subjects
- Contract Type
- Location
- Last Profile Update

When you are happy, click "Search"

cvSearch cont.

View Qualified Candidate List

The resulting qualified candidates have indicated an interest in positions same as your search criteria. You can view their detailed profile by clicking on their names.

Invite Candidate To Apply (free)

When you are happy with the identified candidate, you can click on the "Invite-To-Apply" button to invite the candidate to apply for your specified position.

Note: you can only invite each candidate once for each vacant position.

Download CV

Download CV is ad optional add-on and is only available for **schools with a current annual subscription**.

Should you wish to upgrade your subscription to include this feature, please speak to your head office, or contact us on info@teacherson.net for more information.
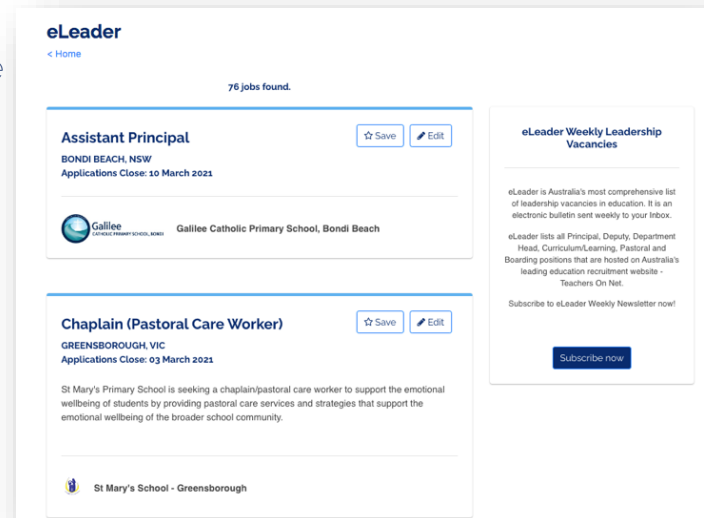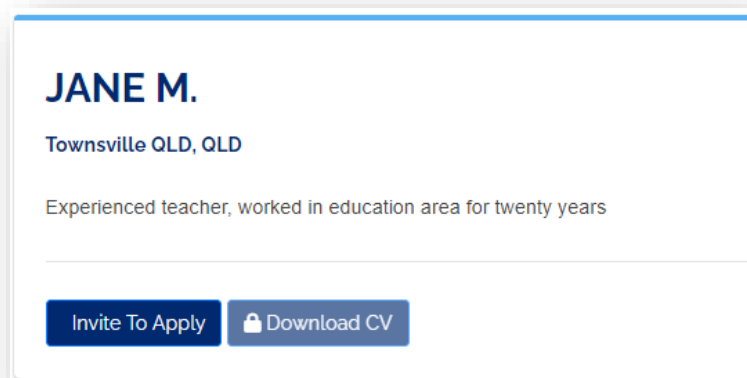
Publications and Newsletters

eLeader

eLeader is Australia's most comprehensive list of leadership vacancies in education. It is an electronic bulletin sent weekly to your Inbox.

eLeader lists all Principal, Deputy, Department Head, Curriculum/Learning, Pastoral and Boarding positions that are hosted on Australia's leading education recruitment website - Teachers On Net.
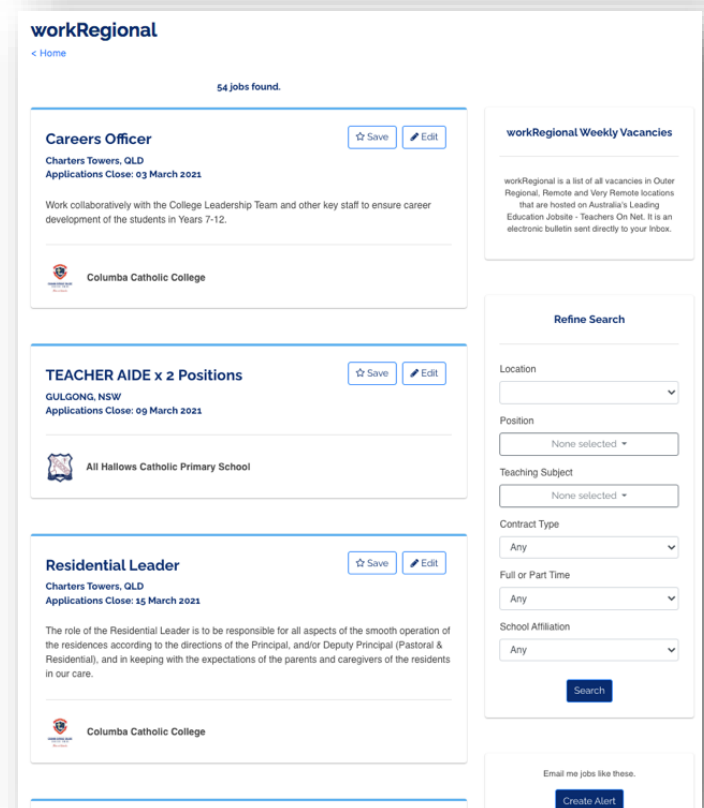
workRegional

workRegional is a list of all vacancies in Outer Regional, Remote and Very Remote locations that are hosted on Australia's Leading Education Jobsite - Teachers On Net. It is an electronic bulletin sent directly to your Inbox.

Custom job alerts

You can create custom job alerts also. To do this, simply search for the types of jobs you are interested in and once you receive the list of current matching jobs, click Create Alert. You can give each alert a name and decide if you would like to receive the alerts Daily or Weekly.

Additional Support

Agency Partners

Teachers On Net has arranged with our preferred partners to offer you best rates for your hiring needs. You can access this via the Agency Partners menu.
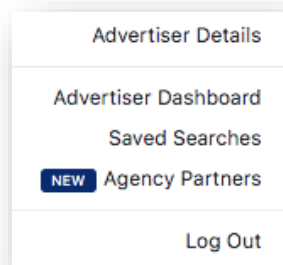
Marketing for 'hard-to-fill' positions

In addition to our standard advertising options, Teachers On Net now offers a number of additional options to assist with your advertising reach.

Advertising Options include:

Premium Ads - Your ads will be marked as 'Premium' so they appear on the top of the search page until the deadline date.

Social Media Campaign - Social Media campaigns are run across Teachers On Net's Facebook, LinkedIn & Twitter platforms.

For more information and pricing on our marketing services, please email karina@teacherson.net