



4MYSCHOOLS JOBS BOARD USER GUIDE

Your account
You are currently signed in as [Jasmine.Purcell](#). [Sign out](#)

Job Title

Location (City, County)

Employment Type

Teaching Role

Job category

Description

Add your title

Add the title & location of the job.

People often search for jobs on google by location.

Also add location here.

Pick any relevant category.

Body text for the advert here

Google loves it when the text is 300+ words!

Remember to add in information about the job, the school and any other information that will encourage candidates.

Scheduled Date (optional)

Optionally set the date when this listing will be published.

Application email

Salary (optional)

Salary Unit (optional)

Add a salary period unit, this field is optional. Leave it empty to use the default salary unit, if one is defined.

School Details

School Name


School Website (optional)

Add a scheduled date & your email address for applicants.

Also include the salary or daily rate, and the salary unit.

Check that the 'School name' & the link to your website is correct.

School Website (optional)

School Logo
 [\[remove\]](#)

No file chosen

Maximum file size: 80 MB.

Put your schools logo here.

When your done **click preview then submit!**

Our administrator will review the job advert before posting it to our website.

All applications come directly to you!