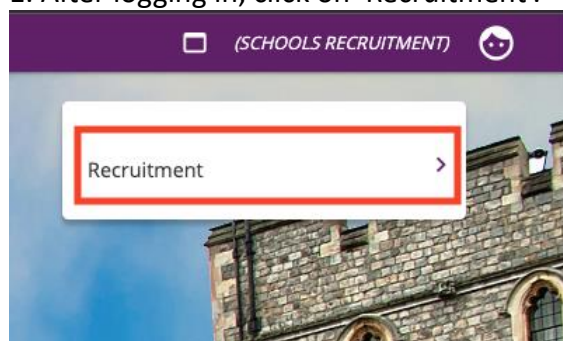
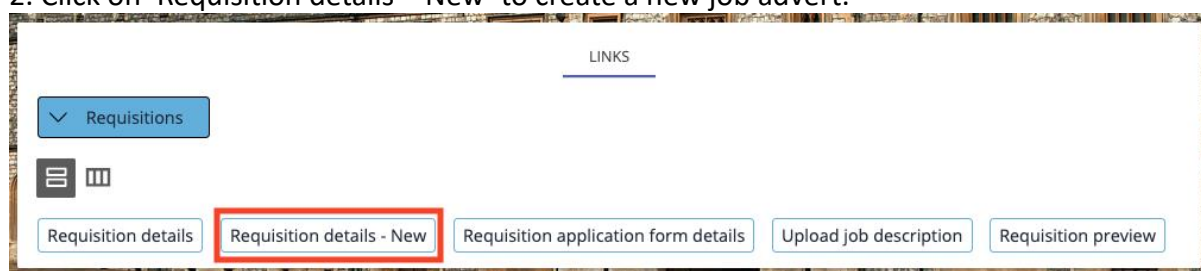


1. After logging in, click on 'Recruitment'.



2. Click on 'Requisition details – New' to create a new job advert.



3. Complete the fields where necessary. Please refer to the table below for guidance on each field requirement.

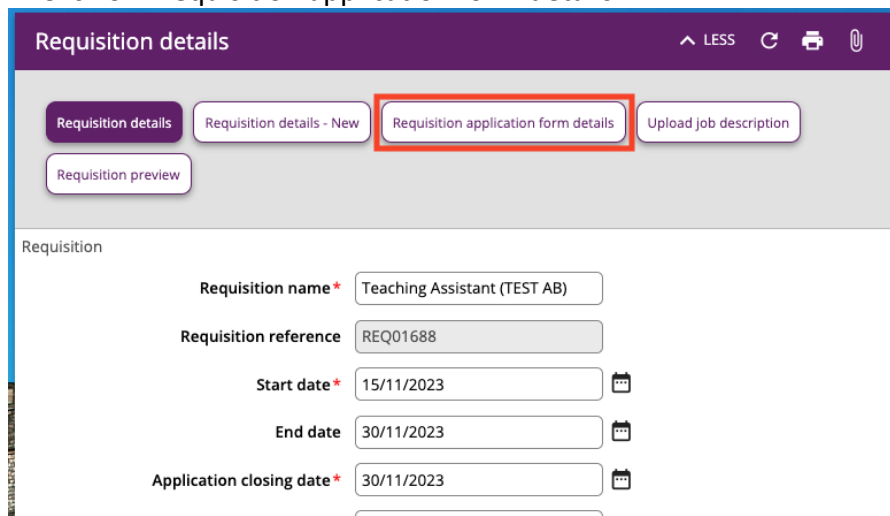
A screenshot of the 'Requisition details' form. The form has a purple header with the title 'Requisition details' and icons for menu, refresh, print, and upload. The form fields are: 'Requisition name' (text input, value: 'Test Schools AB'), 'Requisition reference' (text input, value: 'REQ01684'), 'Start date' (date picker, value: '07/11/2023'), 'End date' (date picker, empty), 'Application closing date' (date picker, value: '08/11/2023'), 'Life cycle' (dropdown menu, value: 'Ambleglow'), 'Recruiting manager' (text input with search icon, value: 'Aaron Butcher'), and 'Requisition category/type' (dropdown menu, value: 'Schools'). At the bottom are three buttons: 'Save' (green), 'Delete' (red), and 'New' (blue).

Field	Comments
Requisition name	The name of the job being advertised.
Requisition reference	This will populate automatically once you click on 'Save'.
Start date	The date that the job advert will be published.
End date	The end date of the job advert.

Application closing date	The end date of the job advert, same as the field above.
Life cycle	Select 'Ambleglow'.
Recruiting manager	Click on the  icon and search for the name of the admin responsible for the creation of this job advert.
Requisition category/type	Please ensure that 'Schools' is selected.

Once you have completed all the fields above, click on 'Save'.

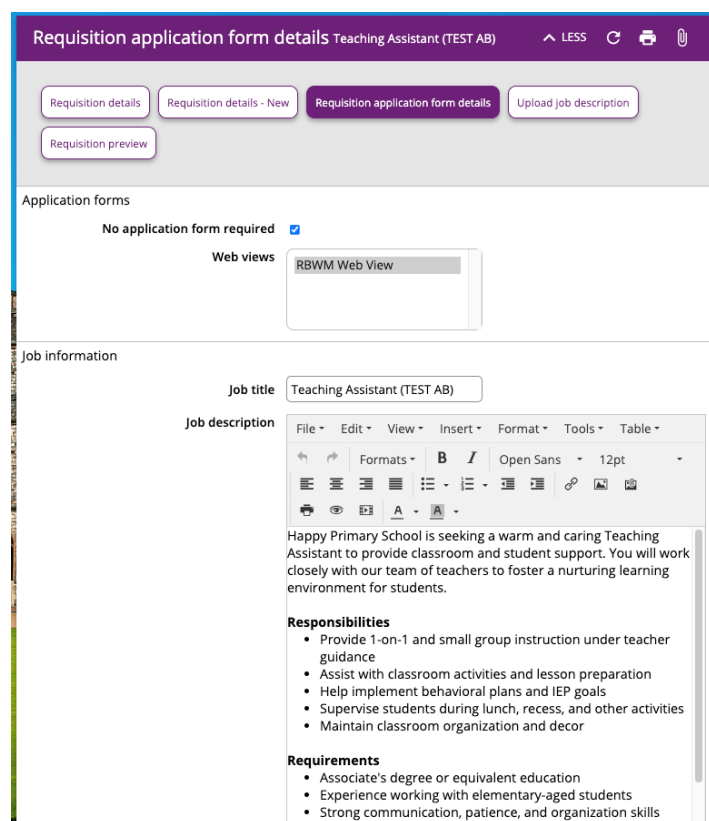
4. Click on 'Requisition application form details'.



The screenshot shows a web interface titled 'Requisition details'. At the top, there are several tabs: 'Requisition details', 'Requisition details - New', 'Requisition application form details' (which is highlighted with a red box), and 'Upload job description'. Below the tabs, the 'Requisition' section contains the following fields:

- Requisition name ***: Teaching Assistant (TEST AB)
- Requisition reference**: REQ01688
- Start date ***: 15/11/2023
- End date**: 30/11/2023
- Application closing date ***: 30/11/2023

5. Complete the necessary fields and also input the job advert text that will be published on the online job advert. Please refer to the table below for guidance on each field requirement.



Field	Comments
No application form required	This box needs to be ticked. This is because application forms will not be submitted online and instead downloaded and sent to the school.
Web views	Select 'RBWM Web View'.
Job title	This field will auto-populate.
Job description	Input the job advert text that will be published online.
Formatted salary description	Input the salary of the job being advertised.
Package	Detail any benefits/perks linked to the job. You can also use this field to detail and other details about the role such as working hours, working days etc.
Contractual hours	Input the weekly contractual hours of the job.
Basis	Select the relevant basis from the drop-down list.
Location	If applicable, select the relevant location from the drop-down list.

Keywords 1, 2, 3 & 4	Input words that an applicant would search for that would include this job in the search results.
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Once you have completed the fields above, click on 'Save'.

6. Click on 'Upload job description'.

7. On this page you can upload any relevant documents to the job advert that can be downloaded by the applicant, such as a job description and application form. To do so, please refer to the table below.

Field	Comments
Document	Input the name of the document that is being attached. This name will be visible to the applicant online.
Document type	Select 'Upload to web recruitment'.
Last updated date	This field is auto populated.
Last updated time	This field is auto populated.
Select a file...	Click on 'Choose file' to browse and attach the document from your device.

Once you have completed the fields above, click on 'Save'.

8. Click on 'Requisition preview'.

Document attachment details New

Requisition details Requisition details - New Requisition application form details Upload job description

Requisition preview

Document* job description

Document type Upload to web recruitment

9. This page enables you to preview what your job advert will look like once published. To preview the advert, select 'RBWM Web View' from the drop-down list and click on 'Preview'. Your job advert preview will open in a new window.

Requisition preview New

Web views* RBWM Web View

Preview

Job profile

ce0865ll.webitrent.com/ce0865ll_web/itrent_wrd/run/ETREC107GF.OPEN_LOGIN?VACANCY_ID=640037Q9Uu&LANG=&WVID=6424757SSJ&...

Close window

Teaching Assistant (TEST AB)

Maidenhead Application closing date 30/11/2023

The job requirements are detailed below. Where applicable the skills, qualifications and memberships required for this job have also been included.

Job details

Salary £20,000 per annum.	Contractual hours 35
Basis Full time	Package Health benefits, parking, pension scheme.
Date posted 15/11/2023	Job reference REQ01688

Job description

Happy Primary School is seeking a warm and caring Teaching Assistant to provide classroom and student support. You will work closely with our team of teachers to foster a nurturing learning environment for students.

Responsibilities

- Provide 1-on-1 and small group instruction under teacher guidance
- Assist with classroom activities and lesson preparation
- Help implement behavioral plans and IEP goals
- Supervise students during lunch, recess, and other activities
- Maintain classroom organization and decor

Your job advert will be sent to the RBWM HR team so that they can check and publish the job advert to the RBWM job site.

If you need help or need to contact the HR team, please send an email to Jobs@rbwm.gov.uk.