

# Dashboard

## User guide

Once you log into your profile you will be greeted with your own personal dashboard.

The screenshot shows the 'My dashboard' page. On the left is a sidebar with a 'Log out' button and various menu items under 'APPLICATIONS', 'VACANCIES', and 'LEARNING'. The main area is titled 'My dashboard' and contains three sections: 'Latest news and events' with a 'View all news' link, 'Upcoming Webinars' with a 'View all webinars' link, and a 'VACANCIES' section with a 'Link a school or trust to register your vacancies' button.

From here you will see a snapshot of your current vacancies, details of our upcoming webinars and links to our latest news and events.

The task bar on the left of the screen will provide you with all the short cuts you will need.

## Getting started

The first time you visit your dashboard you will need to link yourself to your school or trust, you can do this by selecting "Link a school or trust to register your vacancies" on the left hand menu.

The form is titled 'Link a school or trust to register your vacancies'. It has a 'Link school or trust' header and a 'CLOSE' button. The main text says: 'Create a link to your School or Trust by searching the name or URN. Once linked, you will be able to create and manage your vacancies.' There are radio buttons for 'School' (selected) and 'Trust'. A search box is labeled 'Search by name or URN'. Below that is a 'Role' dropdown menu with 'Please select' as the current selection. At the bottom is a red 'Link' button.

You should only link a trust to your GfS user account if you are responsible for governance for all schools in the trust. Your request to link a trust will be pending until it is approved by Governors for Schools once checks have been completed.

## Unlinking schools and trusts

If you are no longer connected to the school or trust you can select "Unlink" on the "My linked schools and trusts".

Active links						Link a school or trust
School	Type	URN	Role	Date linked		
St Christopher's RC Primary School	School	106256	Chair of Governors	21/04/2023	Edit	Unlink
St Damian's RC Science College	School	106270	Clerk	21/04/2023	Edit	Unlink
Davenham CofE Primary School	School	111387	Governor	21/04/2023	Edit	Unlink
Trust	Type	Group ID	Role	Date linked		
THE SIR JOHN BRUNNER FOUNDATION	Trust	16972	Other	21/04/2023	Edit	Unlink

# Registering a vacancy

To register a vacancy select "Register a vacancy" from the left hand task bar.

Here you will be able to select the service you require. If you require any further information on what each services offers this can be found by clicking "Find out more"

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[My dashboard](#) | Register your vacancies with our services

## Register your vacancies with our services

### Standard Recruitment Service

Our free-to-access matching service will connect you with people who are interested in the role of school governor. Register your vacancy and we'll search our database of waiting volunteers who meet your board requirements.

[Select this service](#)

[Find out more](#)

[Read our terms and conditions](#)

### Enhanced Recruitment Service

When finding a school governor is a challenge, our enhanced recruitment service will support you with search and head-hunting to find the right person for your role. Each volunteer is carefully screened for suitability, ensuring they have the skills and experience you need.

[Select this service](#)

[Find out more](#)

[Read our terms and conditions](#)

### Chair Recruitment Service

We recognise that finding someone with the skills and experience to chair a board can be difficult, and that sometimes the best intentions of succession planning are not realised. Our Chair Recruitment Service finds volunteers who are ready to take up the role, with suitable experience commensurate with the position. Ongoing support for the volunteer is provided through our partnerships with IGovS.

[Select this service](#)

[Find out more](#)

### Trustee Recruitment Service

Our bespoke trustee recruitment service finds people to fulfil the role of trustee or member. We work closely with you to ensure we understand your unique requirements to ensure we identify volunteers who will make a tangible difference. Our search considers the skills, experience and diversity of perspective you need, alongside the commitment needed and the trust's plans for the future.

[Select this service](#)

[Find out more](#)

# Managing your vacancies

From the task bar you are able to access all the vacancies you have registered at your linked schools. Here you will see the type of vacancy, date the vacancy was submitted and the current status.

## My vacancies

Active vacancies  [Register a vacancy](#)

ID	Name	Type	Submitted	Status
110173	Middlewich High School	Co-Opted	31/03/2023	Registration confirmed <a href="#">View</a> <a href="#">Archive</a>
110172	Walton Oak Primary School	Co-Opted	31/03/2023	Registration confirmed <a href="#">View</a> <a href="#">Archive</a>
110171	Kingsmead Primary School	Co-Opted	30/03/2023	Registration confirmed <a href="#">View</a> <a href="#">Archive</a>
110166	Kingsmead Primary School	Co-Opted	29/03/2023	Registration confirmed <a href="#">View</a> <a href="#">Archive</a>

Archived vacancies [Hide](#)

ID	Name	Type	Submitted	Status
110170	The County High School, Leftwich	Co-Opted	30/03/2023	Vacancy filled
110167	Kingsmead Primary School	Co-Opted	29/03/2023	Inactive

You are able to archive any active vacancies that are no longer needed.

Select "Archive" on the relevant vacancy, the following pop up will appear for you to select the reason for archiving.

Are you sure? CLOSE

You are trying to archive an active vacancy.

Please confirm if this vacancy is no longer available or if you are no longer connected to the school or trust this vacancy relates to, please [update your linked schools and trusts](#).

**Yes archive, vacancy filled**

**Yes archive, vacancy withdrawn**

**Yes archive, vacancy filled by Governors for Schools**

If you need to amend your vacancy details please contact the Governors for Schools Partnerships Team at [info@governorsforschools.org.uk](mailto:info@governorsforschools.org.uk)

## Trust vacancies

If you are responsible for governance for all schools in a trust and have an approved account linked to the trust, you will be able to have an overview of all the vacancies that have been registered at schools in that trust.

**Active vacancies**  Register a vacancy

ID	Name	Type	Submitted	Status
110175	Sir John Deane's College	Local Governor / Academy Council Rep - Academy School	31/03/2023	In Progress
110174	Sir John Deane's College	Trust	31/03/2023	In Progress

**Inactive vacancies** Hide

ID	Name	Type	Submitted	Status
110170	The County High School, Leftwich	Co-Opted	30/03/2023	Vacancy filled
104307	The County High School, Leftwich	Co-Opted	02/06/2020	Vacancy filled
102727	Sir John Deane's College	Community	04/06/2019	Inactive