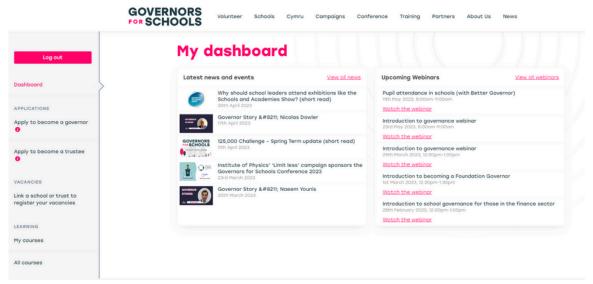
Dashboard

User guide

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

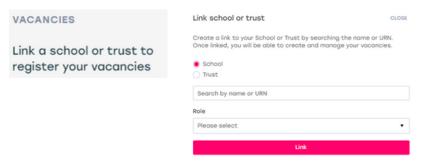


From here you will see a snapshot of your current vacancies, details of our upcoming webinars and links to our latest news and events.

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.



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".

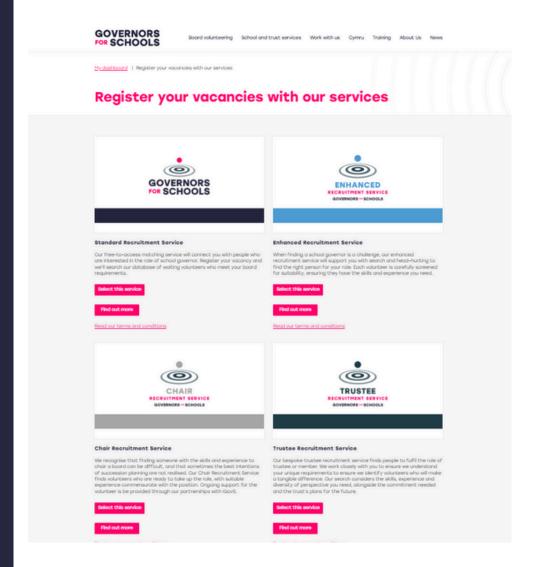




Registering a vacancy

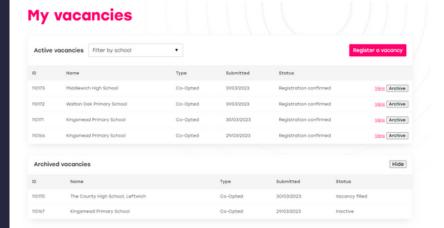
To register a vacancy select "Register a vacancy" from the left hand task bar.

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"



Managing your vacancies

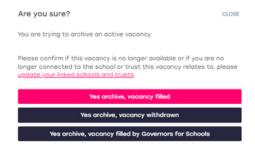
From the task bar you are able to access all the vacancies you have registered at your linked schools. Here you will see the type of vacancy, date the vacancy was submitted and the current status.





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.



If you need to amend your vacancy details please contact the Governors for Schools Partnerships Team at 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.

