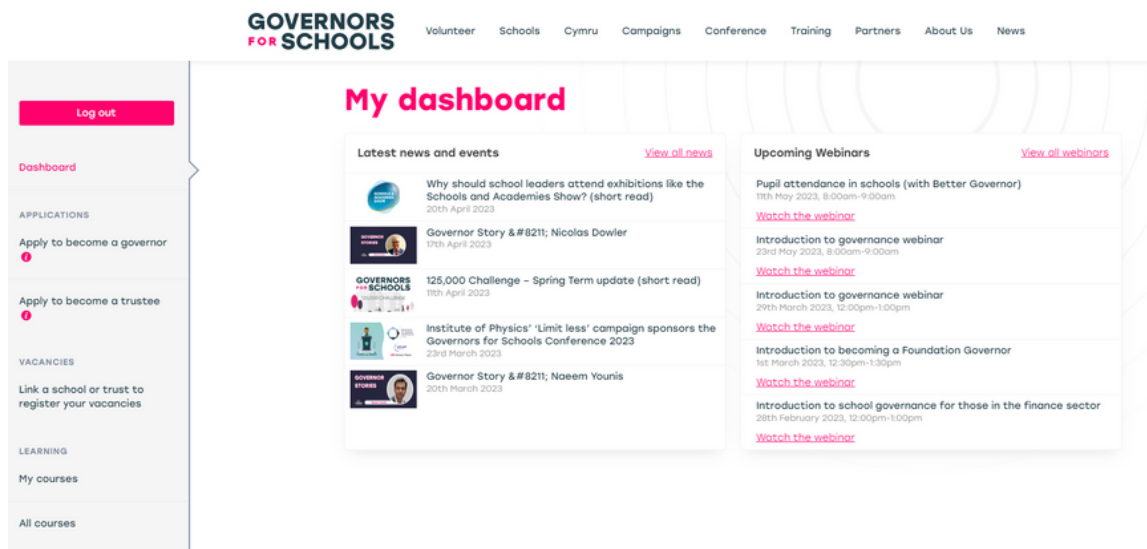


Dashboard

User guide

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

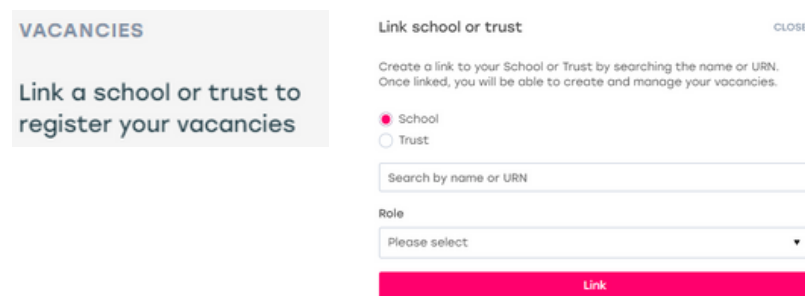


From here you will see a snapshot of your current vacancies, details of our upcoming webinars and links to our latest news and events.

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.

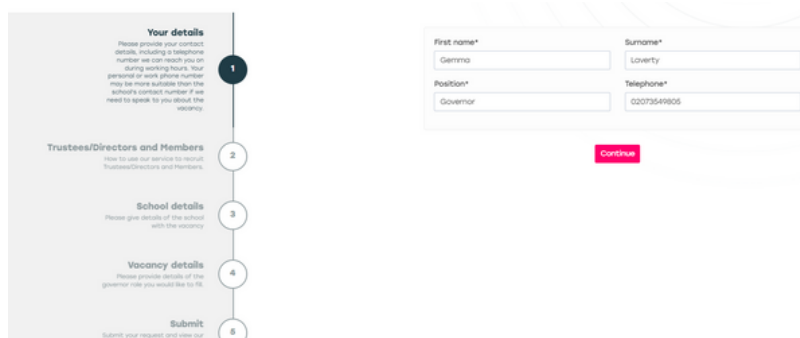


You should only link a trust to your GfS user account if you are responsible for governance for all schools in the trust. Your request to link a trust will be pending until it is approved by Governors for Schools once checks have been completed.

Registering a vacancy

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

You will then be asked to provide us with the specific requirements for the role.



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					Filter by school	Register a vacancy
ID	Name	Type	Submitted	Status		
110173	Middewich High School	Co-Opted	31/03/2023	Registration confirmed	Yes	Archive
110172	Walton Oak Primary School	Co-Opted	31/03/2023	Registration confirmed	Yes	Archive
110171	Kingsmead Primary School	Co-Opted	30/03/2023	Registration confirmed	Yes	Archive
110166	Kingsmead Primary School	Co-Opted	29/03/2023	Registration confirmed	Yes	Archive

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

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.

Active vacancies					Filter by school	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		

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