**Education jobs replacement - school user access accounts**

As reported in recent editions of [Schools News](https://schools.oxfordshire.gov.uk/schools-news/2024/important-education-jobs-replacement), Education Personnel Services (EPS) is replacing the education jobs board with a new secure recruitment system from a company called Tribepad.

To use the system schools will need user account access.

**The EPS team will set up the accounts in Tribepad and need each school to** [**complete the form**](https://forms.office.com/e/peUkSEczUx) **by 9.00am on Tuesday 21 May 2024.**

Depending on the level of access you choose, users will be able to create and upload job adverts, receive online applications and progress candidates through the recruitment process. The different levels of user access mean you can choose the right levels for the people in your school.

**Please note: If you don’t complete this form your school won’t be able to use the new Education Jobs Platform or advertise vacancies, when it’s launched in the coming months.**

If you have any questions, please contact Katie Westley: katie.westley@hants.gov.uk from the EPS team.

**Guidance to help you complete the form**

* The roles have an element of overlap.
* Choose the relevant role to meet the needs of your schools
* As a minimum, you will need to identify at least one person who has level one Recruitment Admin Team access.
* As a guide, smaller schools are likely to choose three different user accounts and larger schools are likely have up to five user accounts.

**Level one: Recruitment Admin Team for administration officers/senior administration officers/HR officers/business managers**

This role is for staff carrying out the day-to-day recruitment and/or administrative tasks from start to finish. This will involve moving a candidate through each stage of the recruitment process. This might include submitting advertisements, reviewing and shortlisting applicants, arranging interviews, obtaining references and other pre-employment checks, as well as liaising with applicants/candidates throughout the journey. They can see all vacancies and the recruitment summary dashboard as well as reports. This is the highest level of access level and you must have **at least one** staff member in your school with this access.

**Level two: Recruiting Manager for senior administration officers/HR officers/ business managers/administration assistants**

This role is very similar to the Recruitment Admin Team (level one). But it doesn’t allow you to review suggested candidates from the search function, add offline applicants into the system, edit a candidate’s profile or reports. This role still provides a wider range of access, but please note there are certain limitations.

**Level three: Hiring Manager for headteachers/leadership team members**

This role is a far more restricted and is designed for managers and senior staff who can review completed applications, view shortlisted candidates and conduct shortlisting/interviewing, giving feedback to the Recruitment Admin Team (level one) and choosing successful candidate(s) for hire. This role only allows you to see your own vacancies from shortlisting onwards and you can’t interact with candidates. This role focuses on shortlisting onwards.

**Level four: Reporting Manager for headteachers/business managers**

For anyone who wants to see all vacancies, review pre-employment checks and references and download candidate profiles. This role has no ability to take any actions against an applicant/candidate or vacancy. Essentially, this is a read only role.