

Registering your School is easy! Just 4 simple steps.

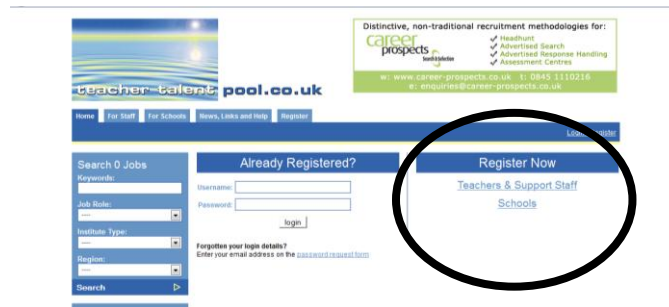
Please make sure you complete all 4 steps, in order to create your own individual school profile.

STEP 1:

Click on Login / Register in the top right corner of the screen.

[Login / Register](#)

On the next screen, go to the **Register Now** section for new users, and click on **Schools**.



(Once you have completed your registration, you will be able to use the Already Registered section to enter your login details.)

STEP 2:

The next screen asks for the **user details**. This information will **not** be visible on the website, but will enable Teacher Talent Pool to contact you. Usernames and passwords will remain confidential, so it is important that you make a note of these when you create the profile.

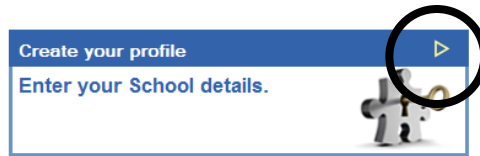
Please make sure that you use the details of the person who will be handling the recruitment process, and administering the vacancies and applications etc. Communications from Teacher Talent Pool, alerting you to new applications and responses, will automatically be sent to the email address identified on the page, so it is *essential* that this email address is checked regularly.

Step 1 of 2 - User Details

- * Title:
- * First name:
- * Last name:
- * Job title:
- * Phone number:
- * Username:
- * E-mail:
- * Confirm e-mail:
- * Password:
Must be 8-20 characters (use at least 1 letter and 1 number)
- * Confirm password:
- * How did you hear about us?:

The password must be between 8 and 20 characters and **must** contain both letters and at least one number.

When you have completed all the fields on the screen, click here:



STEP 3:

The next screen asks for **School Details:**

School Registration

To register please complete the form below, it's fast and free:
You must enter your school details to be registered with this site

Step 2 of 2 - School Details

* School name:

* DCSF Number:

Ofsted URN:

* Phone number:

* Address line 1:

Address line 2:

Address line 3:

* City:

* County:

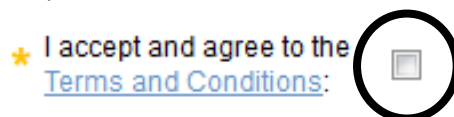
* Postcode:

* Country:

* I accept and agree to the [Terms and Conditions:](#)

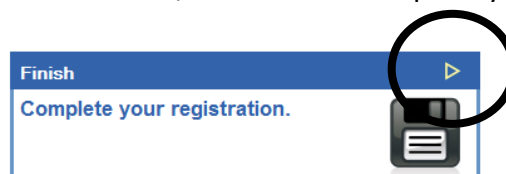
Please make sure all fields marked with an asterisk are completed, as these are compulsory.

You must also click this box,



so that a tick appears in it, in order to indicate that you accept the terms and conditions of Teacher Talent Pool.

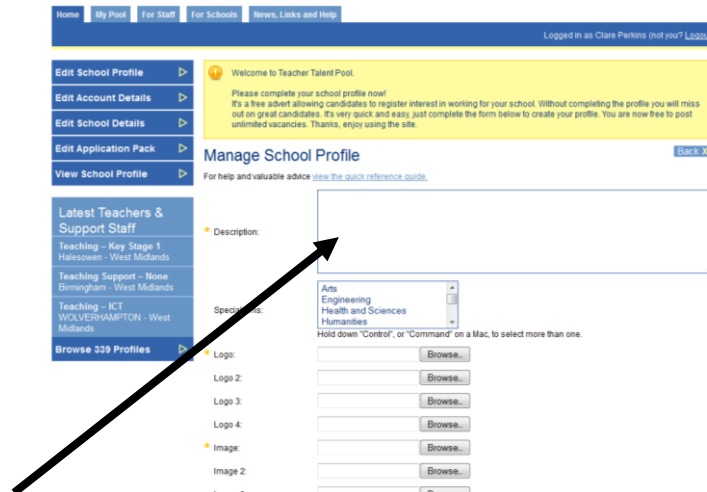
Once you have completed all these details, click here to complete your user account.



IMPORTANT: Now continue to the next step and create your own profile to advertise **your** school.

STEP 4: Creating your profile - putting you in control.

Once your school is registered on the site, you can create your School Profile to attract potential candidates. This is a free advert and a great opportunity to attract people to your school.

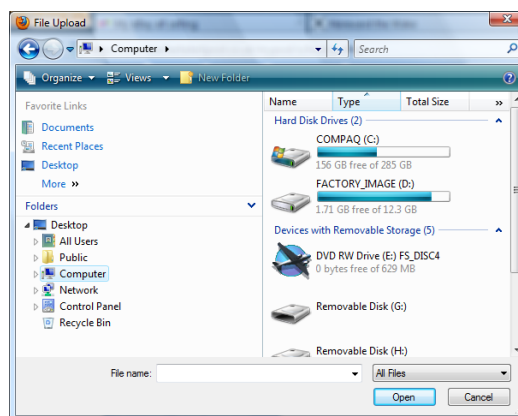


This area allows you enter a description of your school, which will appear on the website. Use this space to sell your school to potential candidates, with information about the strengths and successes, challenges and rewards of working within your particular school. Remember that this information will be visible to anyone who views the site, and we therefore recommend that you do NOT include telephone numbers, web links or personal details as these may be used by third parties for canvassing purposes.

Individuals may read this profile and choose to express an interest in working in your school. When you upload vacancies to the site, you will be notified of anyone who has expressed an interest in this way, and you will then be able to view their profile and consider their suitability for the post.

In the specialism field, you can select one or several areas of specialism, as appropriate to your school.

To add a logo to your profile, Click on Browse and the File Upload window will appear.



Teacher Talent Pool



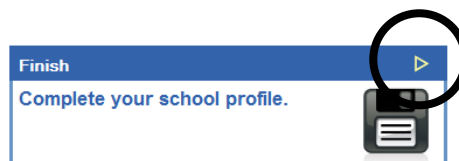
Locate the logo you wish to use and click **Open**, in the bottom right of this window. The location of the file that you are using should now appear in the first box, as shown below:

* Logo:	C:\Users\All Users.Com	Browse...
Logo 2:		Browse...
Logo 3:		Browse...
Logo 4:		Browse...
* Image:		Browse...
Image 2:		Browse...
Image 3:		Browse...

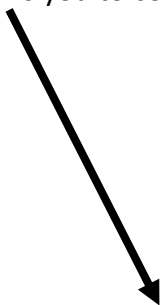
You can now repeat this step to include additional logos if you wish to do so.

Images of the school can also be uploaded in the same way as logos, and these can include photographs of the school site, and any particular aspects of the school which you feel may attract candidates to apply to your school.

Once you have added the logos and images, click Finish to complete your profile.



If you want to change any aspects of your profile, you can do so at any time. Simply login to the site and on your Home page you will see the options to edit your details. Teacher Talent Pool allows you to control this information so it is always relevant and up-to-date.



teacher talent pool.co.uk

career prospects
Search & Selection
A specialist search company identifying & sourcing top talent in Education
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Home My Pool For Staff For Schools News, Links and Help

Logged in as Clare Perkins (not you? [Logout](#))

Edit School Profile ▶ My Pool
Edit Account Details ▶ ⓘ To manage your vacancies and view the current status, please click on the job link under the summary column.
Edit School Details ▶
Edit Application Pack ▶
View School Profile ▶

0 vacancies posted [Add a new vacancy +](#)

ID	Summary	Job Role	Pay Grade / Salary	Candidates	Closing Date
No jobs found					

◀ Page 1 of 1 ▶

Congratulations! You have successfully completed your registration and can now upload your vacancies.