

## **Post Primary Job Seeker User Guide**

### **What is Sub Seeker?**

Sub Seeker is a service within EducationPosts.ie which facilitates the short-term recruitment of Teaching Council-registered teachers by DES schools in both primary and post primary schools.

### **Key Features:**

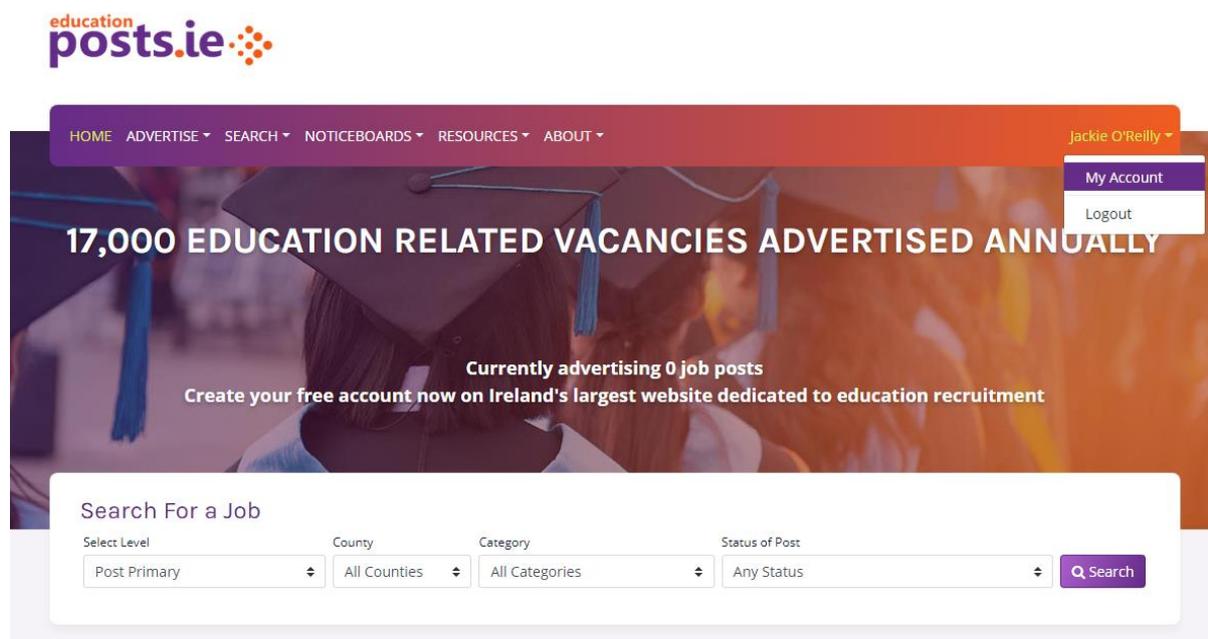
- Free service
- Profile to include qualifications and experience
- Calendar view to update availability for the next 7 days
- Sub selects up to 6 counties they are willing to sub in
- Sub selects up to 8 subjects they are willing to sub in
- Mobile compatible
- Teachers can sub in primary and post-primary schools
- Teachers receive sub offers directly on the site and via email.

## How do I access Sub Seeker?

To access Sub Seeker, please log into your Job Seeker's Account via [EducationPosts.ie](https://www.educationposts.ie). To do this, select the 'Login' button on the right of the menu bar.

If you do not have a Job Seeker's account on EducationPosts.ie, you can create one via the 'Register' button. See ['How do I create a Job Seekers Account?'](#) for more details.

Once logged into your account, access Sub Seeker by selecting 'My Account' under your name on the right of the menu bar.



## How do I register for Sub Seeker?

Register for Sub Seeker by selecting 'Sub Seeker' from the 'My Account' dashboard. Click on your name on the right of the menu, then select 'My Account'. Complete the Eligibility Check, Qualifications and Experience sections. All sections of the Eligibility Check page are mandatory, including your Teaching Council Number and date of birth.

It is advisable to include as much information as possible in your Sub Seeker profile to inform schools in their selection process. You can edit your Sub Seeker profile at a later date if required.

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### My Account

Name Jackie O'Reilly Edit

Email Edit

Password \*\*\*\*\* Edit

Delete My Account

- My Account
- Personal Details
- Saved Jobs
- Email Alerts Subscription
- TextASub Subscription
- Sub Seeker **NEW**
- My CVs
- Newsletter
- FAQ

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## How do I save changes to Sub Seeker?

For ease of use, particularly on mobile devices, changes made to your Sub Seeker user profile are automatically saved - you do not need to 'Save' your changes unless specified.

## How do I update my availability on Sub Seeker?

### Availability

Once Sub Seeker registration is complete, you will be directed to the 'Availability' tab on your profile. In this tab, select up to six counties to substitute in, modify your teaching level (primary or post primary), and update your availability. To confirm availability on a specific date, click the relevant date once to change the date to green - 'Available'. Click the date again to change to red - 'Not Available'. You can select up to seven days of availability at a time. The number of days is limited to ensure that data is current and updated regularly. It is advisable to update your availability every few days.

### Subjects

Select the subjects for which you are directly qualified, as you will be given higher priority for those. You can select up to eight subjects. Under the 'Subjects' tab, you can also select 'I am willing to sub for ANY subject'. If you select this box, you will be considered for substituting for any subject. Please note, if you choose to modify your teaching level to 'Primary', your subject choices will be saved on your Sub Seeker profile.

### Hide My Profile

If you would like to hide your Sub Seeker profile temporarily, select 'Hide My Profile' to prevent schools from seeing your profile. Your profile will be hidden until you activate your profile again by selecting 'Show My Profile'.



The screenshot shows the 'Sub Seeker' profile page with the 'Availability' tab selected. A green banner at the top states 'You're ready!' and 'Your Sub Seeker profile is now complete and visible to schools for the counties/days you have selected below. Be sure to check back regularly to keep your availability current!'. Below this, the user is available in Clare, Cork, Kerry, Tipperary, Waterford, and Wexford. They wish to substitute at the Primary level. Availability is set for Today (13), Thu (14), Fri (15), Mon (18), Tue (19), and Wed (20), all marked as 'Available'. At the bottom, there are buttons for 'Hide My Profile' and 'Delete My Profile'. A red arrow points to the 'Hide My Profile' button. A small note at the bottom right says 'Why can't I select more than 7 days into the future?'

Today	13	Thu	14	Fri	15	Mon	18	Tue	19	Wed	20
<input type="checkbox"/> Not Available	<input checked="" type="checkbox"/> Available										

## How I do update my Sub Seeker profile?

You can update your profile by accessing Sub Seeker through 'My Account' on EducationPosts.ie. Click on your name on the right of the menu, then select 'My Account'. On your Sub Seeker profile, you can edit your Availability, Qualifications, Subjects, Experience and Other Info by selecting the relevant tabs.

### Qualifications

You can add qualifications to your Sub Seeker profile by selecting 'Add Qualification' and completing the sections in the popup window. Select 'Save' to save your qualification details. You can also add other qualifications and certificates by completing 'Other Relevant Qualifications'.

### Subjects

Select the subjects for which you are directly qualified, as you will be given higher priority for those. You can select up to eight subjects. Under the 'Subjects' tab, you can also select 'I am willing to sub for ANY subject'. If you select this box, you will be considered for substitute vacancies for any subject.

Please note, if you choose to modify your teaching level to 'Primary', your subject choices will be saved on your Sub Seeker profile.



## Experience

Add experience to your Sub Seeker profile by selecting 'Add Experience'. Select 'Save' to save your experience details. There is also an option to add Referees at the end of this tab by selecting 'Add Reference'.

Under the Experience tab, you can confirm whether you have experience in 'Special School', 'Gaelcholáiste', 'Junior Certificate', 'Leaving Certificate', 'Leaving Certificate Applied', 'PLC Teacher' and 'Career Guidance'.

Once you accept a job offer and complete the substitute employment, the experience will automatically be added to your Sub Seeker profile.

Please note, the school or employer will seek to verify the identity, qualifications and suitability of substitute teachers. Any contract entered into is between the school/employer and the substitute teacher.

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### Sub Seeker

Availability Offers Qualifications Subjects **Experience** Other Info

I have experience teaching? (tick all that apply)

- Special School
- Gaelcholáiste
- Junior Certificate
- Leaving Certificate
- Leaving Cert Applied
- PLC Teacher
- Career Guidance

Previous teaching experience: [Download](#)

From	To	Days	School	County
2019-11-18	2019-11-18	1	Carrick-on-Shannon Community School	Leitrim
2015-08-31	2017-06-01		Coláiste Mhuire, Crosshaven, Cork	Cork

Note: It is not necessary to include experience gained through positions on Sub Seeker, these will be added automatically. ⓘ [Add Experience](#)

Referees (optional):

Name	School/Organisation	Position	Phone	Email
Mr Test Account	Coláiste Mhuire, Crosshaven	Teacher	0214370000	principal@test.ie

[Add Reference](#)

My Account  
Personal Details  
Saved Jobs  
Email Alerts Subscription  
TextASub Subscription  
Sub Seeker NEW  
My CVs  
Newsletter  
FAQ

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## Other Info

On the 'Other Info' tab, you can include any other relevant information about yourself. For example, add a Profile Picture, confirm your competence to teach through Irish and whether you are retired.



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### Sub Seeker

Availability Offers Qualifications Subjects Experience **Other Info**

Enter any information that would be of benefit to include in your profile:

Any other relevant information about yourself

Profile Picture (optional):  PNG, JPG, or GIF only. Max 5MB.

I am competent to teach through Irish:  
 Yes  No

I am a retired teacher:  
 Yes  No

- My Account
- Personal Details
- Saved Jobs
- Email Alerts Subscription
- TextASub Subscription
- Sub Seeker NEW
- My CVs
- Newsletter
- FAQ

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## I am a post primary level teacher. Can I substitute in a primary school?

If you are a post primary teacher and are eligible to teach in a substitute role at primary level, you can amend your teaching level from 'Post Primary' to 'Primary' through your Sub Seeker profile.

Please note, if you choose to modify your teaching level to 'Primary', your subject choices will be saved on your Sub Seeker profile.



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### Sub Seeker

Availability Offers Qualifications Subjects Experience Other Info

**You're ready!**  
Your Sub Seeker profile is now complete and visible to schools for the counties/days you have selected below. Be sure to check back regularly to keep your availability current!

I am available to Sub in these counties:  Cork  Kerry  Tipperary

I wish to substitute at: Post-Primary

On the following days (check each day for which you're available):

Today	19	Wed	20	Thu	21	Fri	22	Mon	23	Tue	26
<input checked="" type="checkbox"/> Available											

Why can't I select more than 7 days into the future?

- My Account
- Personal Details
- Saved Jobs
- Email Alerts Subscription
- TextASub Subscription
- Sub Seeker NEW
- My CVs
- Newsletter
- FAQ

## Is Sub Seeker available to Special Needs Assistance (SNAs)?

Phase 1 of Sub Seeker is designed for substitute teachers at primary and post primary levels. Once Garda vetting arrangements for SNAs have been resolved such that vetting is valid across all schools, Phase 2 will extend Sub Seeker to SNAs. SNAs and schools will be notified when that functionality is available.

## I am temporarily unavailable for substitute work. How do I hide my Sub Seeker profile from schools?

If you are unavailable and would like to hide your Sub Seeker profile temporarily, select 'Hide My Profile' under the Availability tab on your Sub Seeker profile. This will prevent schools from seeing your profile. To reactivate your profile, select 'Show My Profile'. Your profile details will be retained unless you delete your profile.



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### Sub Seeker

🕒 Availability   🎓 Qualifications   🕒 Experience   ⓘ Other Info

**You're ready!**

Your Sub Seeker profile is now complete and visible to schools for the counties/days you have selected below. Be sure to check back regularly to keep your availability current!

I am available to Sub in these counties:

Clare    Cork    Kerry    Tipperary    Waterford

Wexford

I wish to substitute at:   Primary  

On the following days (check each day for which you're available):  

Today	13	Thu	14	Fri	15	Mon	18	Tue	19	Wed	20
<input type="checkbox"/> Not Available	<input checked="" type="checkbox"/> Available										

Why can't I select more than 7 days into the future? ⓘ



## I no longer require access to Sub Seeker. How do I delete my Sub Seeker profile?

If you no longer require access to Sub Seeker, e.g. if you have found a permanent position, you can delete your Sub Seeker profile under the Availability tab. This will not delete your EducationsPosts.ie account.



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### Sub Seeker

Availability Qualifications Experience Other Info

**You're ready!**

Your Sub Seeker profile is now complete and visible to schools for the counties/days you have selected below. Be sure to check back regularly to keep your availability current!

I am available to Sub in these counties:

Clare  Cork  Kerry  Tipperary  Waterford  
 Wexford

I wish to substitute at: Primary

On the following days (check each day for which you're available):

Today 13	Thu 14	Fri 15	Mon 18	Tue 19	Wed 20
<input type="checkbox"/> Not Available	<input checked="" type="checkbox"/> Available				

Why can't I select more than 7 days into the future? ⓘ



## Why am I not receiving any offers from Job Advertisers to substitute?

There are several reasons why you may not be receiving offers from Job Advertisers.

### Hidden Profile

You may have selected to 'Hide My Profile' which would hide your Sub Seeker profile from all schools. To make your profile visible again, select 'Show My Profile' and update your availability.

### Availability

You will not receive offers if your availability is not up to date for the next seven days. It is advisable to update your profile regularly to ensure that your profile is visible to Job Advertisers.

### County

If there are no available substitute positions in your chosen county, you may wish to add more counties to your Sub Seeker profile.

### Insufficient Information

Schools use teachers' profiles to select suitable substitute teachers. It is advisable to provide as much information as possible in your profile, including subjects in which you are qualified to teach, to facilitate schools' decision-making.



**How do I get assistance with Sub Seeker?**

Sub Seeker is an online service with online support. To contact the Sub Seeker Support Team, email [subs@educationposts.ie](mailto:subs@educationposts.ie). Please note, queries are answered in order of receipt during working hours – Monday to Friday, 9am to 5pm (excluding Bank Holidays and when otherwise notified).