

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
- Mobile compatible
- Teachers can sub in primary and post-primary schools
- Teachers receive sub offers directly on the site and via email.

How does Sub Seeker work?

The following is an overview of how Sub Seeker works.

When schools have a vacancy for a short-term substitute position, they input their search criteria (county, dates, subjects) in their Sub Seeker dashboard on EducationPosts.ie. As Sub Seeker is designed for short-term substitute vacancies, they can select a maximum of seven days.

Job Seekers (teachers) with availability and relevant experience will be displayed in the 'Available Subs' results for the school. The teachers who best match the school's search criteria will be displayed at the top of the list, and are prioritised in terms of the relevant availability, qualifications at the chosen level, or experience teaching the chosen subjects (post-primary). All teachers fully or partially matching the criteria will be listed.

Schools can select 'View Profile' to see the individual teachers' profiles. When they have identified the most suitable teacher for their particular needs, they contact the teacher via Sub Seeker to offer them the position. This updates the teacher's Sub Seeker dashboard (via the Offers tab) and also sends an email to the teacher with a link to view the details of the vacancy.

The teacher views the 'offer' with the details of the school and the substitute position and either accepts or declines the offer via Sub Seeker. If the teacher wishes to accept the substitute position, s/he accepts the offer via Sub Seeker, which notifies the school immediately. If the offer isn't suitable, the teacher should decline the offer via Sub Seeker, which also notifies the school via their Sub Seeker dashboard and via email. The status of the offer is updated on both the school's and the teacher's Sub Seeker dashboard. All of this happens almost instantaneously and Sub Seeker information is refreshed every 30 seconds.

Sub Seeker retains a history of all offers and experience gained through the service. To protect the accuracy and integrity of Sub Seeker information, it is essential that schools send offer emails, and teachers accept or decline job offers through Sub Seeker. This also ensures that the Job Advertiser's search history is accurate and the Job seeker's experience on their Sub Seeker profile is updated with completed substitute work gained through Sub Seeker.

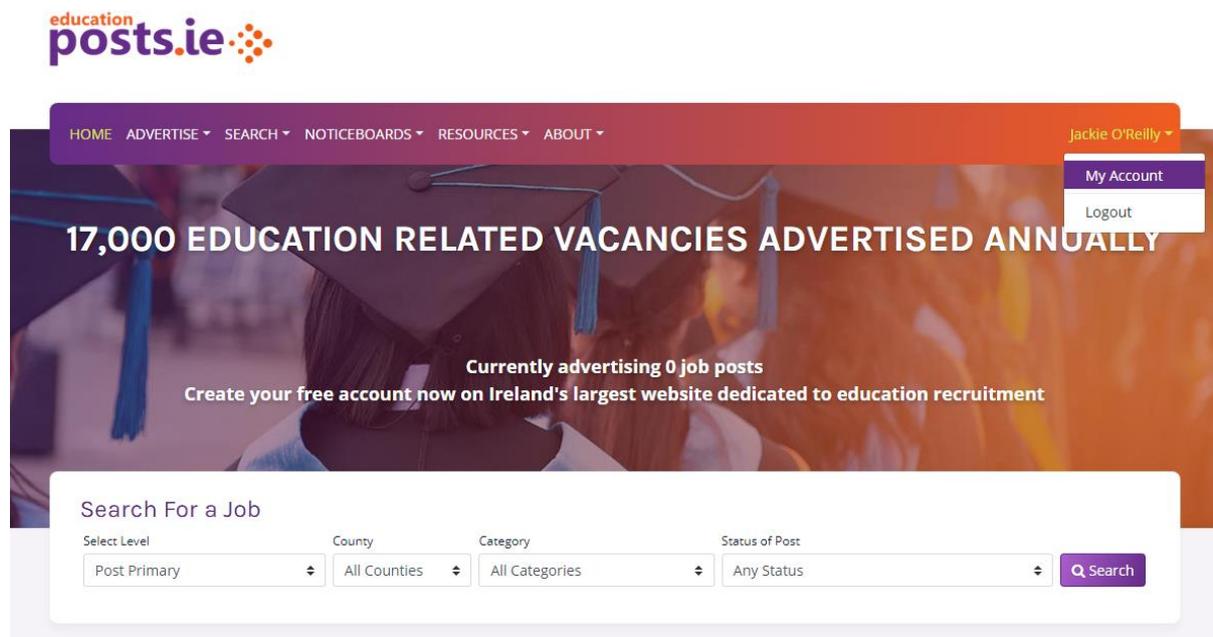
As schools use teachers' profiles to select suitable substitute teachers, it is advisable for teachers to provide as much information as possible in their Sub Seeker profile, including subjects in which they are qualified to teach, to facilitate schools' decision-making.

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.

education posts.ie

HOME ADVERTISE SEARCH NOTICEBOARDS RESOURCES ABOUT Jackie O'Reilly

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

If you have registered for primary level and wish to substitute at post primary level, please select the 'Modify' button. If you switch to post primary, you will be asked to select your 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 also 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.

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's availability settings are displayed:

- I am available to Sub in these counties:** Clare, Cork, Kerry, Tipperary, Waterford, Wexford.
- I wish to substitute at:** Primary (with a 'Modify' button).
- On the following days (check each day for which you're available):** A table shows availability for dates 13 to 20. Days 14-20 are marked as 'Available' with a checked box, while day 13 is 'Not Available' with an unchecked box. A 'Mark All Available' button is present.

At the bottom, there are two buttons: 'Hide My Profile' (highlighted with a red arrow) and 'Delete My Profile'. A small link 'Why can't I select more than 7 days into the future?' is also visible.

How do I update my Sub Seeker profile?

Update your profile by accessing Sub Seeker through 'My Account'. Click on your name on the right of the menu, then select 'My Account'. On your Sub Seeker profile, edit your Availability, Qualifications, Experience and Other Info by selecting the relevant tabs. For more details on updating your Availability, see the previous page.



The screenshot shows the 'Sub Seeker' profile page. At the top, there is a navigation bar with links: HOME, ADVERTISE, SEARCH, NOTICEBOARDS, RESOURCES, ABOUT, and a user name 'Jackie O'Reilly'. Below this is the 'Sub Seeker' header with tabs for Availability, Offers, Qualifications, Experience, and Other Info. The 'Availability' tab is selected and highlighted with a red arrow. A yellow warning box states: 'Availability is Incomplete! Your availability for one or more days has not been set. Please keep your availability current to ensure that your profile is visible to schools.' Below the warning, there are fields for 'I am available to Sub in these counties:' (with 'Cork' selected), 'I wish to substitute at:' (with 'Primary' selected), and 'On the following days (check each day for which you're available):'. A calendar grid shows dates from Today (19) to Tue (26). The days 19, 20, 21, and 22 are marked as 'Available' with checked boxes, while 25 and 26 are 'Not Specified' with unchecked boxes. At the bottom of the availability section, there are buttons for 'Hide My Profile' and 'Delete My Profile', and a note: 'Why can't I select more than 7 days into the future?'. On the right side, there is a vertical menu with links: My Account, Personal Details, Saved Jobs, Email Alerts Subscription, TextASub Subscription, Sub Seeker (NEW), My CVs, Newsletter, and FAQ. At the bottom right, there is a 'TEACH IN' banner for Scotland and England.

Qualifications

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



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Sub Seeker

Availability Offers **Qualifications** Experience Other Info

Type	Title	Result	Institute	Year	Subjects
Higher Diploma	masters	1st	Mary Immaculate College	2004	

[+ Add Qualification](#)

Other Relevant Qualifications:

Mention any other qualifications that you feel might be relevant

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

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Experience

Add experience to your Sub Seeker profile by selecting 'Add Experience'. Select 'Save' to save your experience details. For primary level teachers, you can include experience at 'Special School', 'Gaelscoil' and 'Special Education Teacher' on this tab by selecting the relevant boxes. There is also an option to add Referees at the end of this tab by selecting 'Add Reference'.

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.



The screenshot shows the 'Sub Seeker' profile page on the education posts.ie website. The user is logged in as Jackie O'Reilly. The page has a navigation menu with links for HOME, ADVERTISE, SEARCH, NOTICEBOARDS, RESOURCES, and ABOUT. The main content area is titled 'Sub Seeker' and has tabs for Availability, Offers, Qualifications, Experience, and Other Info. The 'Experience' tab is active, showing a form to add teaching experience. The form includes a question 'I have experience teaching? (tick all that apply)' with checkboxes for 'Special School', 'Gaelscoil', and 'Special Education Teacher'. Below this is a table for 'Previous teaching experience' with columns for From, To, Days School, and County. A single entry is shown for 2019-11-18 to 2019-11-18, 1 day, at IPPN - CS in Cork. There is an 'Add Experience' button and a 'Download' button. A note states that experience gained through positions on Sub Seeker will be added automatically. At the bottom of the form is an 'Add Reference' button. On the right side, there is a sidebar with links to My Account, Personal Details, Saved Jobs, Email Alerts Subscription, TextASub Subscription, Sub Seeker (NEW), My CVs, Newsletter, and FAQ. At the bottom right, there is a banner for 'NOW INTERVIEWING FOR SEPTEMBER 2016' with contact information for Ireland@timeplan.net, +44 (0) 208 371 8072, and www.timeplan.com.

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

If you have registered for Sub Seeker at primary level and wish to substitute at post primary level, please select the 'Modify' button on the Availability tab. If you switch to post primary, you will be asked to select your subjects. Under the 'Subjects' tab, you can 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 also 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.

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.



The screenshot shows the 'Sub Seeker' profile page on the education posts.ie website. The user is Jackie O'Reilly. The page has a navigation bar with links for HOME, ADVERTISE, SEARCH, NOTICEBOARDS, RESOURCES, and ABOUT. The main content area is titled 'Sub Seeker' and has tabs for Availability, Offers, Qualifications, Experience, and Other Info. A green box says 'You're ready!' and states that the profile is complete and visible to schools. Below this, the user is available to sub in Cork, Kerry, and Tipperary, and wishes to substitute at the Primary level. A calendar shows availability for Today (19), Wed (20), Thu (21), Fri (22), Mon (25), and Tue (26). A red arrow points to the 'Modify' button next to the 'Mark All Available' button. A tooltip for the 'Modify' button says 'Change the levels that you wish you sub at'. At the bottom, there are buttons for 'Hide My Profile' and 'Delete My Profile', and a note: 'Why can't I select more than 7 days into the future?'. On the right side, there is a sidebar with links for My Account, Personal Details, Saved Jobs, Email Alerts Subscription, TextASub Subscription, Sub Seeker (NEW), My CVs, Newsletter, and 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.



HOME ADVERTISE ▾ SEARCH ▾ NOTICEBOARDS ▾ RESOURCES ▾ ABOUT ▾

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

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 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 to facilitate their decision-making.



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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. 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).