

Advertising Childcare vacancies with St Mary's Careers Service

Thank you for choosing to advertise your childcare vacancy via St Mary's Careers Service. This is a FREE service for adverts under 25 words to appear on JobOnline and on selected notice-boards around campus, to advertise to St Mary's Students. Should you have any difficulties uploading your advert, please contact us on 020 8240 4055 or email careers@smuc.ac.uk

Registering with JobOnline

1. To register with JobOnline please go to the following website: <http://interfase.thecareersgroup.co.uk/collegelogin/loginsmuc.aspx> Once here, click on the 'Register Now' button under 'Employer Login to the Careers Management Portal'.

Registration - Organization

Begin by typing the name of your organization/company in the **Find Your Organization** search field.

If your organization/company name is listed

- check the box next to your organization/company name.
- click the **Continue** button

If your organization/company name is NOT listed

- Please remove any punctuation and try again.
- click **Can't Find Your Organization** to complete a new registration

Find Your Organization:

Enter your organization name above.

2. You will be taken to a registration page. This registration process is run The Careers Group, University of London.

3. Search for and select your organisation. For childcare, this will be **'Private Employer - childcare (part-time)'**, for any other role such as assistance, tutoring or support, this will be **'Private Employer'**.

Contact Information

*First Name:
Middle Initial:
*Last Name:
*Username:
*Password:
Title:
Department:
*Address Line 1:
Address Line 2:
*City: NULL
*County:
*Post Code:
*Country:
*Phone:
Alternate Phone:
*Email:
Share my contact info to students in Employer Directory:
*Alum:
Alum Grad Year:
Alum Campus:

4. On the next page fill in your contact information. Any field with a red asterisk is a compulsory field. Your username is normally your email address.

5. Please select 'Yes' in the Alum field if you are an alumni of St Mary's University College, if not, please select 'No'.

6. Click 'Register'.

7. Finally click on 'Submit Profile' and your registration process is complete.



Congratulations! Your profile is now complete. Click the Submit Profile button below to send your information to our office for approval.

You will have immediate access to you profile, full access to the system will appear once your registration has been approved

Placing an advert on JobOnline

1. Login to JobOnline at the following website: <http://interfase.thecareersgroup.co.uk/collegelogin/loginsmuc.aspx> under 'Employer Login to the Careers Management Portal'. If you have not yet registered please see the previous page.

The screenshot shows the user's profile page. At the top, there is a navigation bar with 'Home', 'My Profile', 'My Jobs', and 'Sign Out'. Below this, the user is logged in as 'catherine anderson'. There are sections for 'Announcements' (with a 'Printer Friendly' link) and 'Account Summary' (showing profile last modified on 18 July 2011 and current email address as careers@smuc.ac.uk).

2. On the front page select 'My Jobs', 'JobOnline' on the top blue banner.

The screenshot shows the 'New JobOnline Vacancy' form. It includes a 'JobAlert' section and a 'New JobAlert' button. The main form area is titled 'New JobOnline Vacancy' and contains a 'Next' button.

3. Once in JobOnline, select 'Create new vacancy' on the right of the screen.

The screenshot shows the 'Where should this advert appear?' section of the 'New JobOnline Vacancy' form. It includes a radio button for 'The Careers Group - Please note this will be seen by all colleges' and a radio button for 'Select a College'. Under 'Select a College', there is a search box containing 'Target testing' and a list of colleges: Goldsmiths College, King's College, Queen Mary University of London, Royal Holloway, SICS, St Marys (SMUC), The School of Oriental and African Studies, and UCL. A 'Next' button is at the bottom right.

4. On the next page, select the college / colleges students to whom you would like to advertise. If you would like to advertise **just** to St Mary's students select 'St Mary's (SMUC)' under 'select a college'.

The screenshot shows the 'How do you want to select a location?' section of the 'New JobOnline Vacancy' form. It includes radio buttons for 'By post code' and 'By drop down list'. There is a search box for the first part of the post code (e.g., WC1) and a 'Search' button. Below this, it says 'Location: Not specified'. There is also a section for '(2) What is the closing date for applications?' with a checked box for 'Not applicable'. A 'Next' button is at the bottom right.

5. Select a **location**, either by using the drop down list or by typing in your postcode.

The screenshot shows the 'What is the job title?' and 'What is the job description?' sections of the 'New JobOnline Vacancy' form. It includes a text box for the job title and a large text area for the job description. Below the text area, it says 'Total words used: 0'. There are 'Back' and 'Next' buttons at the bottom.

6. If you have a **closing date** for applications, you can specify this here, by unclicking the 'not applicable' box and selecting a date in the field that appears.

7. Type in the **title** of your vacancy. This is not included in your word count and will be the first piece of information the student sees.

8. Type in your 25 words for your FREE advertisement, above this you will be charged £130 for one month. There is a word counter underneath the job description box.

Placing an advert on JobOnline continued...

New JobOnline Vacancy

About the job

(5) Which industry sectors does this job fall under? (choose up to three)

<input type="checkbox"/> Administration	<input type="checkbox"/> General Management	<input type="checkbox"/> Multilateral Organisation
<input type="checkbox"/> Advertising, Promotion and Marketing	<input type="checkbox"/> Health Care	<input type="checkbox"/> NGOs and Charities
<input type="checkbox"/> Animal & Plant Resources	<input type="checkbox"/> Hotel, Catering & Accommodation Services	<input type="checkbox"/> Physical Resources & the Environment
<input type="checkbox"/> Buying, Selling & Retailing	<input type="checkbox"/> Information Services	<input type="checkbox"/> Property & Construction
<input type="checkbox"/> Consultancy	<input type="checkbox"/> Insurance and Pensions	<input type="checkbox"/> Public Sector
<input type="checkbox"/> Creative Arts, Design & Crafts	<input type="checkbox"/> IT and Management Services	<input type="checkbox"/> Publishing, Media & Performing Arts
<input type="checkbox"/> Economics	<input type="checkbox"/> Journalism	<input type="checkbox"/> Scientific Services
<input type="checkbox"/> Education	<input type="checkbox"/> Law Enforcement and Protection	<input type="checkbox"/> Social & Pastoral Care
<input type="checkbox"/> Employment and Labour	<input type="checkbox"/> Legal Services	<input type="checkbox"/> Social Political and Market Research
<input type="checkbox"/> Engineering	<input type="checkbox"/> Leisure and Recreation Services	<input type="checkbox"/> Transport and Distribution
<input type="checkbox"/> Finance	<input type="checkbox"/> Materials Science, Manufacturing & Processing	<input type="checkbox"/> Volunteer

Back Next

9. To make it easier for students to search for vacancies you can select particular areas on interest. For Childcare vacancies we would suggest **'Education'** and **'Social & Pastoral care'**. Click next.

New JobOnline Vacancy

About the job

(6) What are the hours for this job?
 Full-time Part-time Casual

(7) What type of job is this?
 Fixed term contract Internship/Placement Permanent Temporary Voluntary

(8) When does the job start? (optional) Not applicable

(9) When does the job end? (optional) Not applicable

(10) What is the salary offered?

Click [here](#) to view our minimum wage policy

I have read and understand the minimum wage policy

Back Next

Permanent - A vacancy with no fixed end date.

Internship / Placement - Fixed term. Either several weeks during a university vacation or a year out as part of a student's degree. The student will gain industry training as well as work experience.

Fixed Term contract - Has a definite end date i.e. maternity cover or contract work.

Temporary - Work which is based on a non-fixed term basis but can last for any length of time, from a single day's work to months in duration.

Voluntary - Unpaid work for a charity.

10. Select the hours for the job. We would suggest **'Part-time'** instead of casual for childcare vacancies as the students are more likely to search for part-time than casual.

New JobOnline Vacancy

About the job

(11) How will applicants contact you about this job?
 Post Phone Email Online Other

(12) How should people apply for this position? (e.g. CV, application form)

(13) Who will be the main contact for this vacancy?

(14) Do you want this advert to appear immediately? Yes No

(15) How long should the advert run for?
 For month(s)
 Until this date

(16) Do you have a logo with this advert? Yes No

(17) Are you a 3rd party recruiting on behalf of another company? Yes No

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11. Select the type of job - an explanation for each can be found on the left. For most childcare positions this will be **'temporary'**.

12. You then have the option of specifying a job start date and job end date. These are optional.

13. Specify the salary offered. For childcare vacancies the salary offered must be above National Minimum Wage for us to advertise the position for you. Click that you have understood the minimum wage policy and click next.

New JobOnline Vacancy

About the job

(18) What tags would you like to use? (maximum 10)

To add your own tags, start typing in the box below, select the tag you wish to use and then click **Add**. Alternatively, click on one of the related tags below.

What are tags? - Tagging makes it easier for people to search for your advert. Where possible, we have added tags for you, based on the data you have given us.

Related tags
Click on a related tag to add it to the list

care work	swimming	ngo
uk	facebook	nursery assistant
flexicare, westminster mind	rehabilitation	
public sector	temporary	Buckinghamshire
part-time work	education jobs	kids
administration assistant	interpreter	
domestic assistant	creative arts	
international students	cinema	

You will not be charged for this advert

If you have a Purchase Order number, enter it here

Click [here](#) to view our terms and conditions

I have read and understand the terms and conditions

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14. Select your contact preferences, phone, email etc.

15. Specify how people should apply for the position, would you like to see their full CV or is an informal chat ok?

16. Add your name as the main contact.

17. Select the length of time you would like the advert to run for. For adverts under 25 words, we don't specify a particular deadline.

18. **Logos** are not permitted as part of a FREE 25 word advert. Click next.

19. Add some **'Tags'** to your advert. This will make it easier for students to search for your vacancy. For Childcare vacancies we would suggest: Childcare, babysitter, nanny, childminder, children, kids, part-time work, part time work, part-time.

20. Read the terms and conditions, and click next.

Review and Approval

At the end of this process you can review your advert and edit your advert if necessary by pressing the 'edit' button at the top of the screen. Once you click 'OK' at the top of the page, your advert will be sent to The Careers Group for approval, this **normally takes 24 hours**. Once approved you will receive an email telling you that your advert has gone live.