

## Primary Job Advertiser 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:

- Immediate sub vacancies over the next 7 days
- Automatic registration for schools that have advertised on EducationPosts.ie
- Free service to all DES schools – primary & post-primary
- Mobile compatible
- Validation of Teaching Council Registration Number
- View profile of available subs – availability, experience & qualifications
- Send offers and receive responses via the portal – emails created automatically.

### How do I register for Sub Seeker? I have an EducationPosts.ie account.

On your EducationPosts.ie Advertiser Dashboard, select 'Sub Seeker' and the school (Roll Number) for which you are seeking a substitute teacher.

### How do I register for Sub Seeker? I don't have an EducationPosts.ie account.

To use Sub Seeker, you must be a DES school and have an account on EducationPosts.ie.

If you have not placed an EducationPosts.ie advert previously, your account will need to be verified by the EducationPosts.ie Support Team. Job Advertisers can create an account by either selecting the 'Register as a Job Advertiser' button on the home page or by selecting 'Register' in the search bar. You can then [follow the steps](#) to create a Job Advertiser's account.

## How do I search for a substitute teacher for my school?

Once you log into your [EducationPosts.ie](https://www.educationposts.ie) Advertiser Dashboard, access Sub Seeker on the right hand side of the screen. To find a substitute teacher, select 'Find a Sub' and enter the county or counties you would like to search, the relevant teaching level and required dates. As Sub Seeker is designed for short-term substitute vacancies, you can select a maximum of seven days. If the substitute vacancy is longer than seven days, follow [these steps](#).



HOME ADVERTISE SEARCH NOTICEBOARDS RESOURCES ABOUT Tadgh Long

### Sub Seeker

Search History

ID	Level	Subjects	Dates	Status	Sub	
<input type="checkbox"/>	134	Post Primary	English	19 Nov	Unfilled	
<input type="checkbox"/>	133	Post Primary	English	18 Nov	Accepted	
<input type="checkbox"/>	128	Primary	19 Nov to 21 Nov	Offer Sent		
<input type="checkbox"/>	108	Post Primary	English, Ancient Greek	18 Nov	Expired	

[Find a Sub](#)

- Dashboard
- Profiles
- Billing
- My Organisation(s)
- Create an Advert
- Sub Seeker NEW
- FAQ
- Contact Us

**NOW INTERVIEWING FOR SEPTEMBER 2016**

Email [ireland@timeplan.net](mailto:ireland@timeplan.net)  
Contact +44 (0) 208 371 8072  
Visit [www.timeplan.com](http://www.timeplan.com)



HOME ADVERTISE SEARCH NOTICEBOARDS RESOURCES ABOUT Tadgh Long

### Sub Seeker

**New Substitute Position**

Organisation: Carrick-on-Shannon Community School [91496V]

County:

Level: Primary

Days:  Nov 19: Today  
 Nov 20: Tomorrow  
 Nov 21: Thursday  
 Nov 22: Friday  
 Nov 25: Monday  
 Nov 26: Tuesday

[Cancel](#) [Search for Substitutes](#)

- Dashboard
- Profiles
- Billing
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- Sub Seeker NEW
- FAQ
- Contact Us

**Complete your probation/PQE year in the UK fully recognised by the ITC**

## Available Subs

Job Seekers with availability and relevant experience will be displayed in the 'Available Subs' results. The Job Seekers who best match your search criteria will be displayed at the top of the list. These Job Seekers may have relevant availability or qualifications at the chosen level, or have experience teaching your chosen subjects.

If you search for a primary level substitute teacher, any available subs will show under 'Primary'. Substitute teachers that are qualified at post primary level and choose to substitute at primary level will show under 'Post-Primary' as per the below image.

To find out more about a particular substitute teacher and/or to 'Make an Offer', select 'View Profile' for the relevant teacher. You can then view the substitute teacher's Experience, Qualifications, Subjects (post primary only) and other relevant information by selecting the relevant tabs.

The screenshot shows the 'education posts.ie' website interface. At the top, there is a navigation bar with links for HOME, ADVERTISE, SEARCH, NOTICEBOARDS, RESOURCES, and ABOUT. The user's name, Tadgh Long, is displayed in the top right corner. The main heading is 'Available Subs'. Below this, there are two sections: 'Primary (3 available)' and 'Post-Primary (2 available)'. Each section lists substitute teachers with their names, teaching council numbers, and availability calendars. A red arrow points to the 'View Profile' button for Susan Forde. On the right side, there are advertisements for 'TEACH IN SCOTLAND OF ENGLAND' and 'NEXT STEPS FOR A 18 YEARS'.

**education posts.ie**

HOME ADVERTISE SEARCH NOTICEBOARDS RESOURCES ABOUT Tadgh Long

### Available Subs

**Primary (3 available)**

Route 1: Primary Teaching Council #: 113917  
**Jacqui Ahearne** Co. Cork  
Competent to teach through Irish: Yes

Tue Nov 19	Wed Nov 20	Thu Nov 21	Fri Nov 22	Mon Nov 25	Tue Nov 26
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[View Profile](#)

Route 1: Primary Teaching Council #: 117444  
**Susan Forde** Co. Cork  
Competent to teach through Irish: Yes

Tue Nov 19	Wed Nov 20	Thu Nov 21	Fri Nov 22	Mon Nov 25	Tue Nov 26
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[View Profile](#)

Route 1: Primary Teaching Council #: 122726  
**Jennifer McCarthy** Co. Cork  
Competent to teach through Irish: No

Tue Nov 19	Wed Nov 20	Thu Nov 21	Fri Nov 22	Mon Nov 25	Tue Nov 26
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[View Profile](#)

**Post-Primary (2 available)**

[Modify Search](#) [No Suitable Subs](#)

**TEACH IN**  
SCOTLAND OF ENGLAND  
t timeplan

**NEXT STEPS**  
FOR A 18 YEARS  
You've been saying your kid is a genius for 18 years.  
Give them a chance to prove it.  
HELP YOUR KID PLAN FOR COLLEGE

## I have a temporary vacancy for more than seven days. How can I find a substitute teacher for this?

To advertise substitute vacancies longer than seven days' duration, please use [EducationPosts.ie](http://EducationPosts.ie).

## How do I offer a substitute teaching position to a Job Seeker?

To make an offer, select 'View Profile' for the preferred Job Seeker, then select 'Send Offer Email'. The Job Seeker will be notified of your offer via Sub Seeker and also by email. The status of your offer will be updated on your Sub Seeker dashboard and you will also receive email notification when your offer has been accepted or declined.

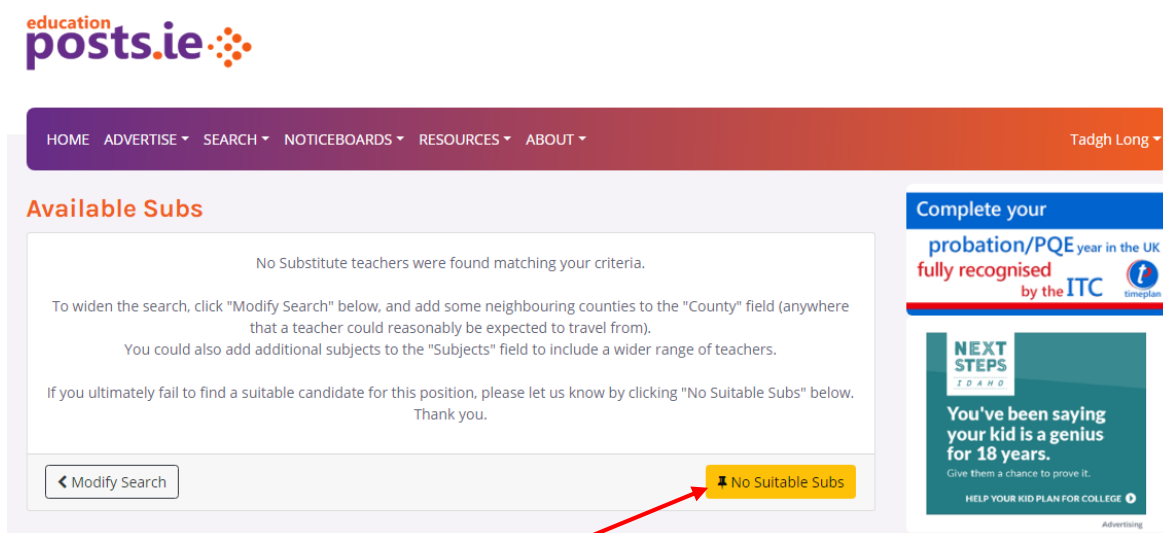
To protect the accuracy and integrity of Sub Seeker information, it is essential that Job Advertisers send offer emails, and Job Seekers accept job offers through Sub Seeker. This also ensures Job Advertisers' search history is accurate.



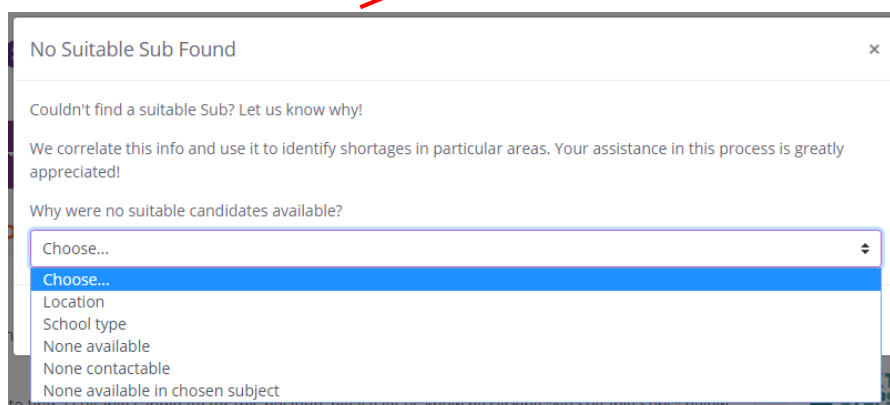
The screenshot shows the Education Posts.ie website interface. At the top, there is a navigation bar with links for HOME, ADVERTISE, SEARCH, NOTICEBOARDS, RESOURCES, and ABOUT. The user's name, Tadgh Long, is displayed in the top right corner. The main content area is titled 'Sub Profile' and features a profile for Deirdre Brannigan. The profile includes a 'View Number' button, a 'Send Offer Email' button (highlighted with a red arrow), and tabs for Profile, Qualifications, Experience, and Other Info. The profile details for Deirdre Brannigan are: Teaching Council #129398, Route 2: Post-Primary, Glanmire Co. Cork, Competent to teach through Irish: Yes, and Retired: Yes. Below the profile, it lists subjects: English, French, Irish/Gaeilge, and notes that the teacher is willing to sub for ANY subject. A calendar view shows the current date as Tuesday, Nov 19. At the bottom of the profile section, there are buttons for 'Modify Search' and 'Back to Results'. On the right side of the page, there are two advertisements: one for 'NOW INTERVIEWING FOR SEPTEMBER 2016' with contact information for timeplan.net, and another for 'NEXT STEPS IDAHO' with the text 'You've been saying your kid is a genius for 18 years.' and 'HELP YOUR KID PLAN FOR COLLEGE'.

## No Suitable Sub Found

If there are no substitute teachers available for your chosen date(s), you will be notified of this and advised to widen your search options. If you fail to find a suitable Job Seeker for the position, please let us know by choosing an option from the dropdown menu under 'No Suitable Subs'.



The screenshot shows the educationposts.ie website interface. At the top, there is a navigation bar with links for HOME, ADVERTISE, SEARCH, NOTICEBOARDS, RESOURCES, and ABOUT. The user's name, Tadgh Long, is displayed in the top right corner. The main content area is titled 'Available Subs' and contains a message: 'No Substitute teachers were found matching your criteria. To widen the search, click "Modify Search" below, and add some neighbouring counties to the "County" field (anywhere that a teacher could reasonably be expected to travel from). You could also add additional subjects to the "Subjects" field to include a wider range of teachers. If you ultimately fail to find a suitable candidate for this position, please let us know by clicking "No Suitable Subs" below. Thank you.' Below this message are two buttons: 'Modify Search' and 'No Suitable Subs'. A red arrow points to the 'No Suitable Subs' button. To the right of the main content area, there are two advertisements: one for 'probation/PQE year in the UK fully recognised by the ITC' and another for 'NEXT STEPS T.D.A.N.O. You've been saying your kid is a genius for 18 years. Give them a chance to prove it. HELP YOUR KID PLAN FOR COLLEGE'.



The screenshot shows a dropdown menu titled 'No Suitable Sub Found'. The menu contains the following text: 'Couldn't find a suitable Sub? Let us know why! We correlate this info and use it to identify shortages in particular areas. Your assistance in this process is greatly appreciated! Why were no suitable candidates available?'. Below this text is a dropdown menu with the following options: 'Choose...', 'Choose...', 'Location', 'School type', 'None available', 'None contactable', and 'None available in chosen subject'.

## 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.

## 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).