

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.

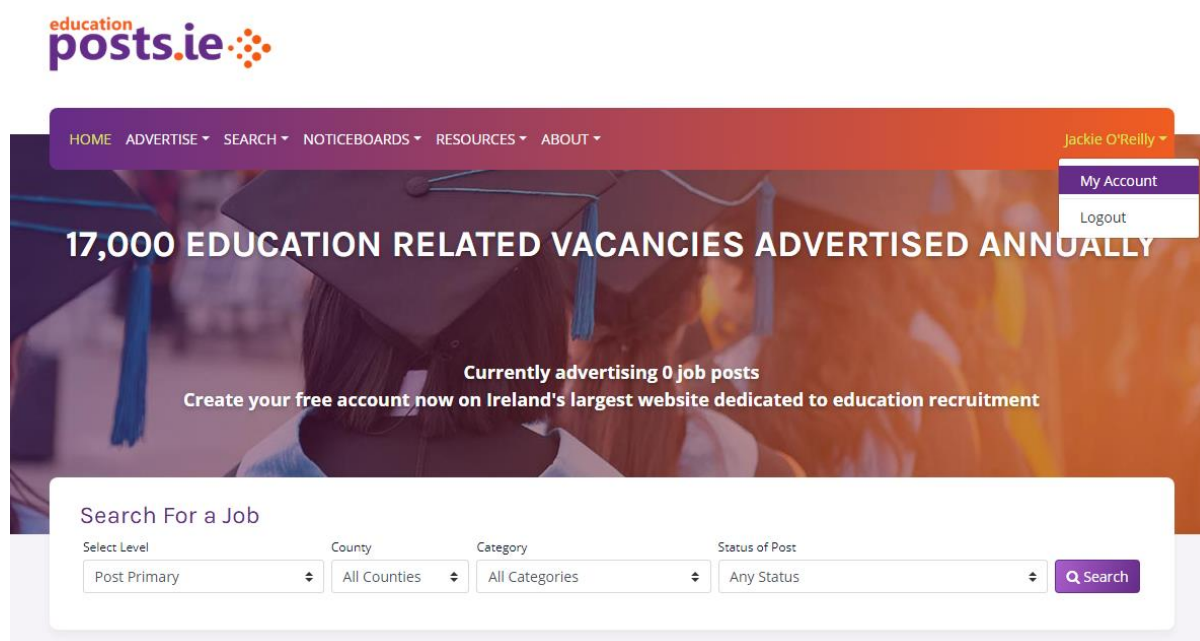
As schools use teachers' profiles to select suitable substitute teachers, it is advisable for teachers to provide as much information as possible in their Sub Seeker profile, including subjects in which they are qualified to teach, to facilitate schools' decision-making.

How do I access Sub Seeker?

To access Sub Seeker, please log into your Job Seeker's Account via EducationPosts.ie. 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.

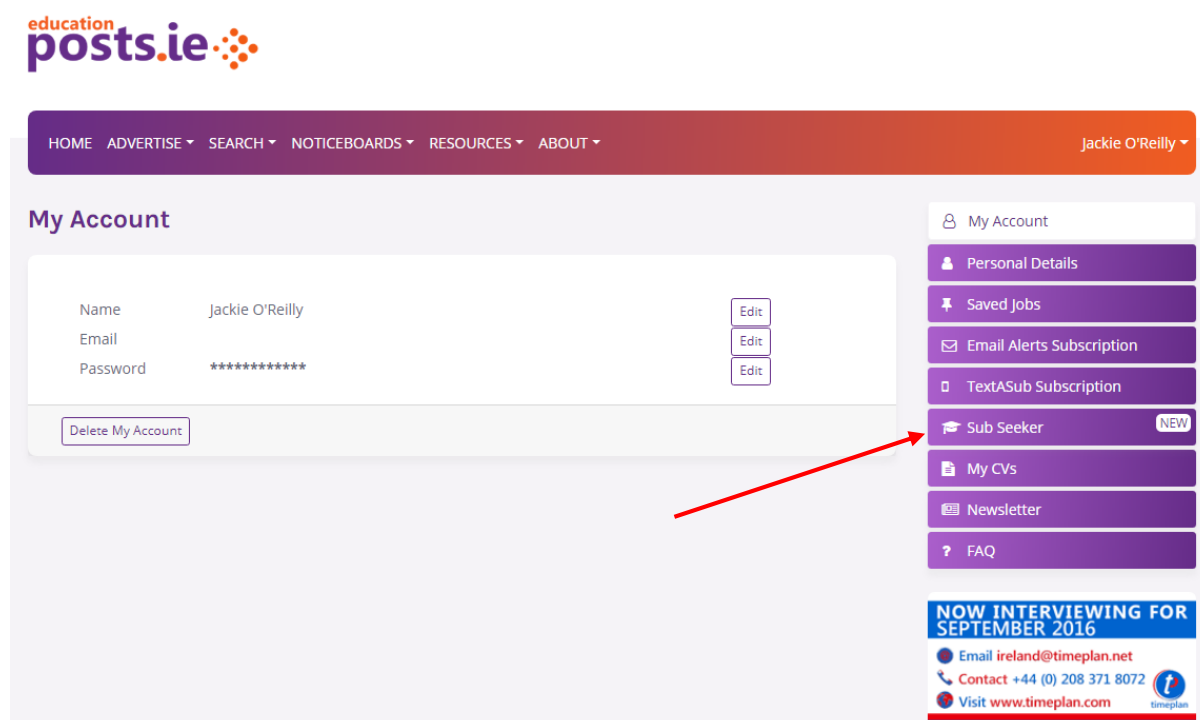
Once logged into your account, access Sub Seeker by selecting 'My Account' under your name on the right of the menu bar.



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.



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'.



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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	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available

Why can't I select more than 7 days into the future? [?](#)

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.



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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.

I am available to Sub in these counties:

I wish to substitute at:

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

Today 19	Wed 20	Thu 21	Fri 22	Mon 25	Tue 26
<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input type="checkbox"/> Not Specified	<input type="checkbox"/> Not Specified

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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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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

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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.



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I have experience teaching? (tick all that apply)

☐ Special School

☐ Gaelscoil

☐ Special Education Teacher

Previous teaching experience:

From	To	Days	School	County
2019-11-18	2019-11-18	1	IPPN - CS	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
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[Add Reference](#)

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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 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

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

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.



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[Availability](#) [Offers](#) [Qualifications](#) [Experience](#) [Other Info](#)

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I am available to Sub in these counties:

I wish to substitute at: 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	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available

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

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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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☐ Clare ☐ Cork ☐ Kerry ☐ Tipperary ☐ Waterford ☐ Wexford

I wish to substitute at:

Primary [Modify](#)

On the following days (check each day for which you're available): [Mark All Available](#)

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

[Hide My Profile](#) [Delete My Profile](#)

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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I wish to substitute at:

Primary [Modify](#)

On the following days (check each day for which you're available): [Mark All Available](#)

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

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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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[Availability](#) [Offers](#) [Qualifications](#) [Experience](#) [Other Info](#)

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I wish to substitute at: [Modify](#)

On the following days (check each day for which you're available): [Mark All Available](#)

Today 19	Wed 20	Thu 21	Fri 22	Mon 25	Tue 26
<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input checked="" type="checkbox"/> Available	<input type="checkbox"/> Not Specified	<input type="checkbox"/> Not Specified

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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).