

Ealing school vacancies guide for nominated school users

To log in go to https://jobs.ealing.gov.uk/lbe-user-login

Enter your username and password

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Add a job profile

To add a job profile, select School jobs > then Add new

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Comments	School Jobs Add New
* School Jobs	All (12) Published (7) Drafts (4) Pending (1) trash (9)
	Bulk actions V Apply All dates V Filter
All School Jobs	Tide

Enter the required fields.

Fields that have a red star * are mandatory and must be completed

School Jobs	
C 1	
School name *	

The school categories will display the job on the website under that category.







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How to add subject

Under the **Subject** field there is a dropdown list of subjects to choose from.

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🖈 Posts	Job reference
😗 Media	*
📕 Pages	Contract type *
Comments	Permanent
GDPR Cookie Consent	Subject
🖈 Council Jobs	Select
🖈 School Jobs	E
	English
Add New	Science
school_categories	- <u></u>

Select the + symbol to add more than one subject

Permanent	`
abject	Add new Su
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Enter subject name and select Add

Add new Subject	8	
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Maths		

Once completed, select Submit for review located on the right hand side







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