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

Add a job profile

To add a job profile, select **School jobs** > then **Add new**
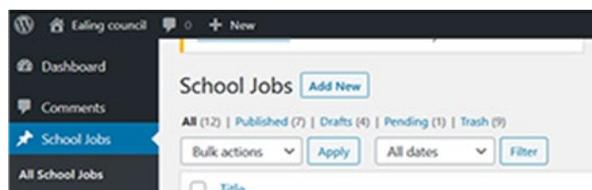
Enter the required fields.

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

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

How to add subject

Under the **Subject** field there is a dropdown list of subjects to choose from.
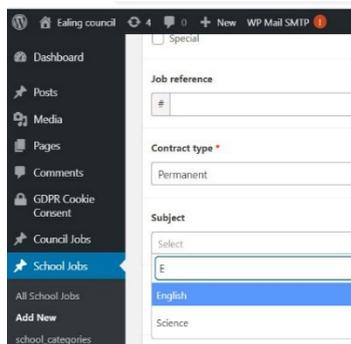
Select the + symbol to add more than one subject

Enter subject name and select **Add**
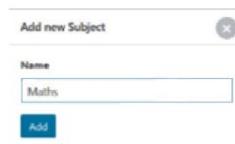
Once completed, select **Submit for review** located on the right hand side