in partnership with

COBIS | Council of British International Schools

The new COBIS Global Jobs webpage with Tes iFrame user guide

Working in partnership

Tes and COBIS have teamed up to create a joined up recruitment system that allows you to build, post and manage all your school vacancies in one place, Tes Portal.

COBIS is using Tes technology (the iFrame), allowing you to automatically post the jobs you create in Tes Portal to the COBIS Global Jobs webpage, your own school recruitment pages* and tes.com**. This means you can create your job advert once, but post it to multiple locations at the click of a button.

You'll also benefit from the ability to manage and track your applications and communicate with candidates throughout the recruitment process in Tes Portal, simplifying the recruitment process and saving you time.

Best of all, it is completely free for COBIS member schools.

What is the Tes iFrame?

The Tes iFrame is a short piece of website code that automatically links the Tes Portal job adverts you create to the COBIS Global Jobs webpage.

This allows you to create a job advert once but display it in multiple places with no extra work.

EXAMPLE iFrame Code:

```
<iframe id="tes-jobs-search" style="border: none" src="https://www.tes.com/jobs/search/embed/10586989"></iframe>
```

Getting started

All COBIS member schools can use the iFrame for free and it's easy to get started:

All you need is a tes.com account.

Step 1

If you don't already have an account you can create one for free on the Tes website homepage: top right-hand corner on *www.tes.com* and click 'Register for free'.

Step 2

When registering on Tes you need to select the position that is the closest match to your school role (see image right).

Step 3

Once you've set up your Tes account you'll need to contact the Tes team at: *cobis@tesglobal.com* to request your nominated Tes Portal administrator is set up.
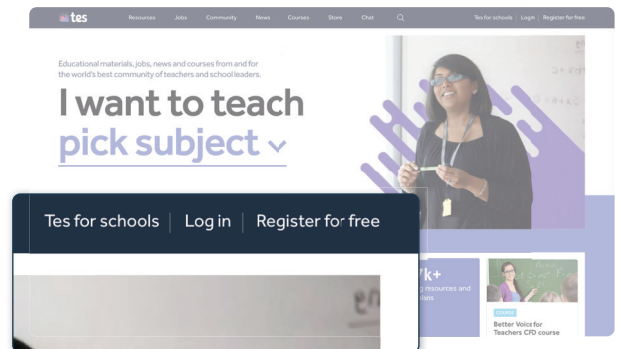
Step 4

Your administrator can then invite other school staff to join the Tes Portal and create and post jobs.
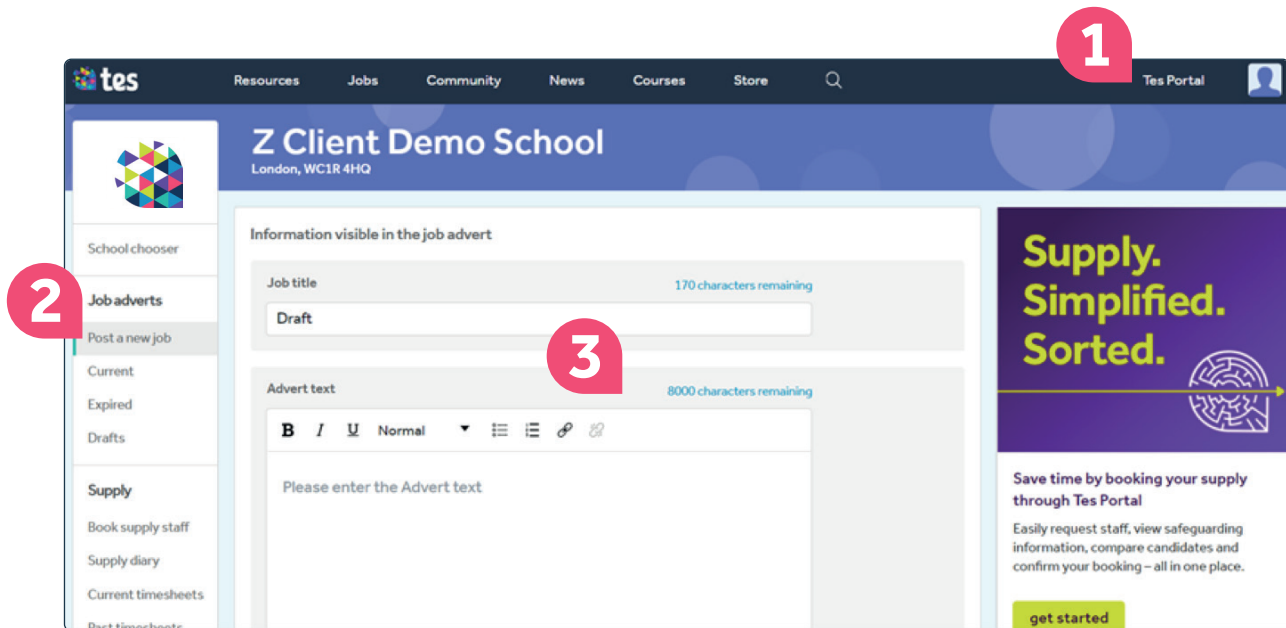
Step 5

When a COBIS member school creates and submits a job advert in Tes Portal it will automatically appear on the school's Tes career site and the new COBIS Global Jobs webpage.

I am a Supporting Associate, how do I log in?

Supporting Associates will need to log in via your partner or client's school account to post adverts on their behalf.
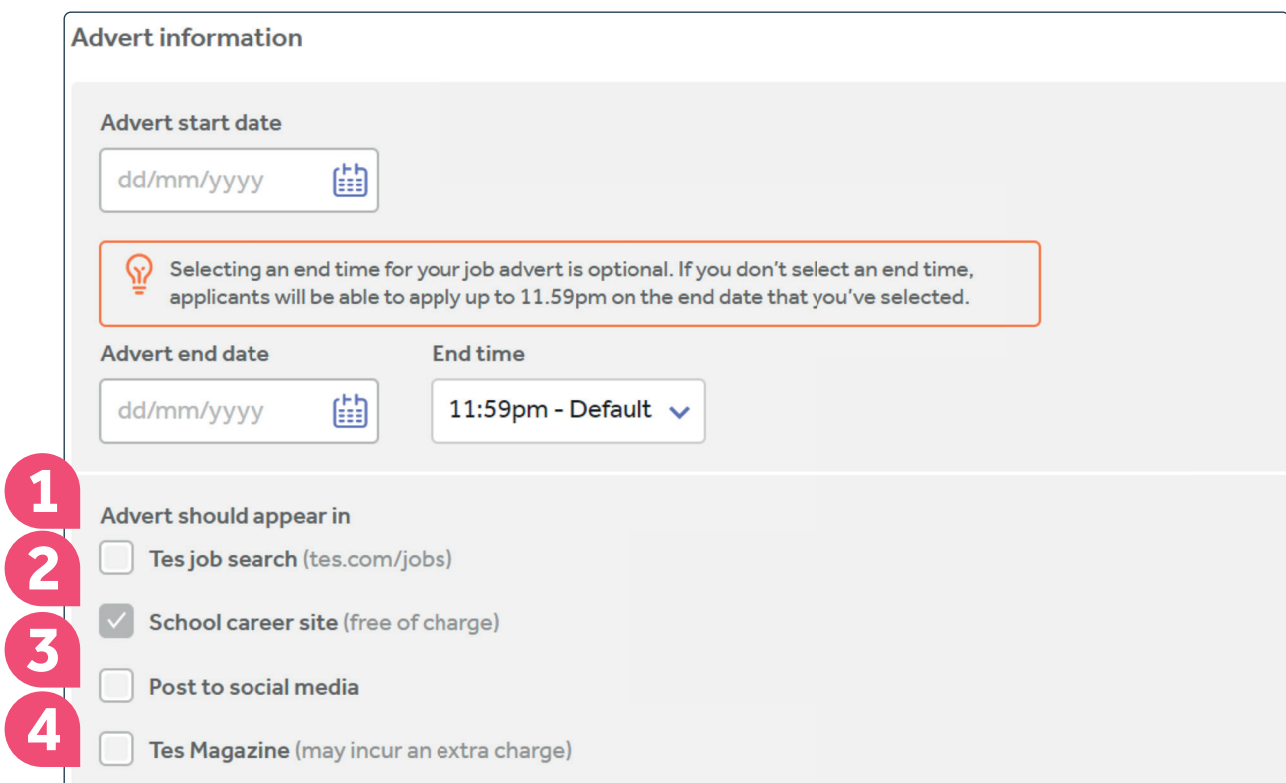
Creating a job advert on Tes Portal

1. **Log in to your Tes.com account and access Tes Portal here**
2. **Click here to create a new job advert**
3. **Add information about the role and your requirements to create the advert here**

Where will my new job advert appear?

1. **Tes job search:** by ticking Tes job search, your advert will appear on tes.com/jobs. By selecting this option, you may need to pay a fee. Tes Recruitment Subscriptions receive this service for free. An example of where your advert will appear is below:

2. **School career site:** this service is free for everyone. This is your school's individual Tes profile page where you can promote your school, explain why teachers should work for your school, discuss what it's like to live and work in the local area and include all of your job vacancies. An example of the school career site is below:
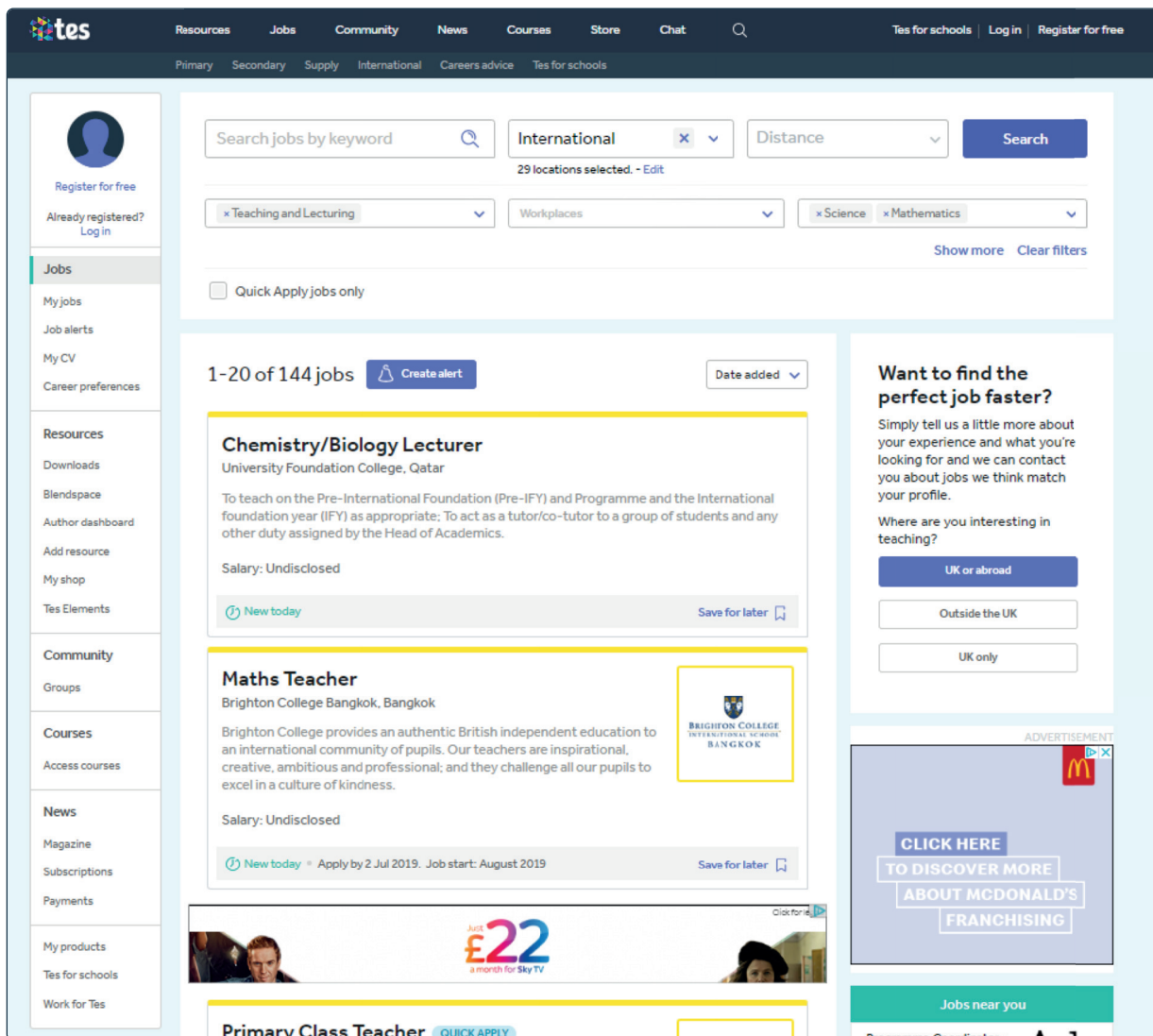

3. **Post to social media:** this service is free of charge. You can post your school's advert onto social media, reaching local teachers who may be interested in working at your school.

4. **Tes magazine:** May incur an extra charge. If you've a Tes Recruitment Subscription, you'll receive this service for free.

I'm not a Tes Recruitment Subscription customer, can I still advertise on the tes.com/jobs site?

Yes, you'll need to tick the box 'Tes jobs search page' where you'll need to complete the booking process and agree to the fees. Your advert may take up to 12 hours to appear live.

I've made an error in my advert, what do I do?

Don't process the booking again, as it may create another invoice. You'll need to call or email a customer representative at Tes. Email: recruitment@tes.com or Telephone: +44 (0)20 3194 3050.

Does your school have a Tes Recruitment Subscription?
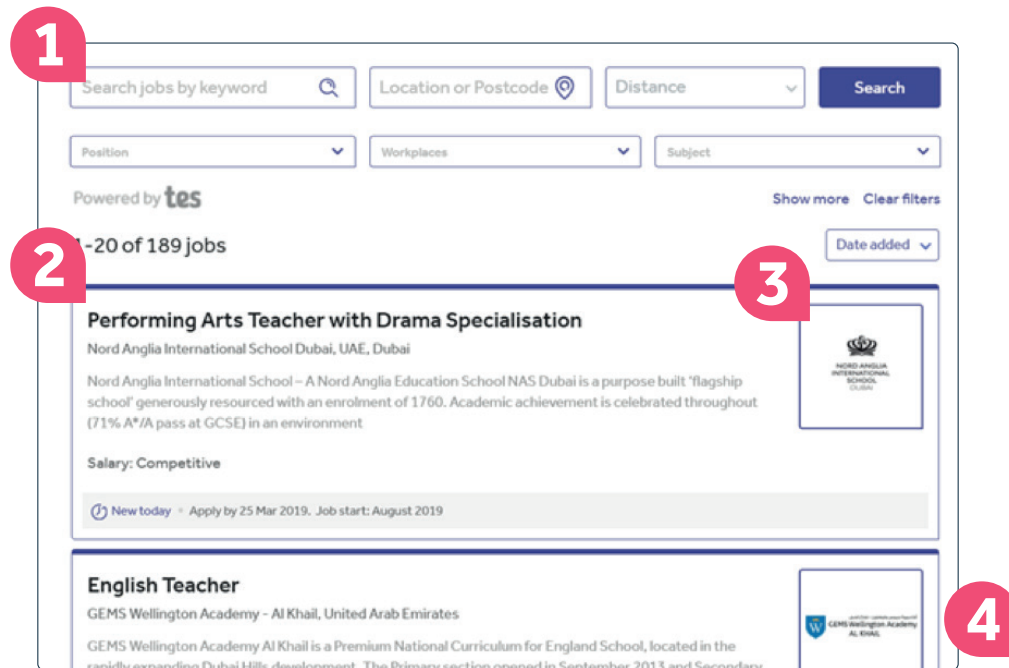
Yes, we've got a Recruitment Subscription

● Continue to take advantage of all the great features of your Recruitment Subscription, eg, unlimited advertising on tes.com

● Get the added benefit of automatically posting your jobs on the new COBIS Global Jobs webpage with no extra work for you!

No, we don't have a Recruitment Subscription

● Don't panic! COBIS member schools can access Tes Portal, create adverts and post them to their Tes career site, the new COBIS Global Jobs page and your own school recruitment pages* for free

● You don't have to pay for Tes advertising if you don't want to

● If you decide you want to advertise your vacancies on tes.com too, you can add it at any time with our pay-as-you-go** tick box in Tes Portal

● You can also upgrade to a Tes Recruitment Subscription at any time

Don't forget all COBIS member schools get **10% off** all Tes recruitment services, including new Recruitment Subscriptions and pay-as-you go products.

*If you've embedded the iframe HTML code on your school website. **Individual advertising costs apply.

How do vacancies appear on the COBIS Global Jobs webpage?

1. **Job filtering tools**
2. **Job summary**
3. **School logo**
4. **Design and interface of Tes website**

What are the key benefits to member schools?

- **Effortless job posting**: when you create and post a job on Tes, it'll automatically and instantly be displayed on the COBIS Global Jobs webpage

- **Stand-out appearance**: professional, school branded and user-friendly appearance of Tes job adverts on the COBIS Global Jobs webpage

- **Search and filtering functionality** : Tes search and filtering functionality and the Quick apply option

- **Access to Tes Portal's built-in Applicant Tracking System (ATS)**: manage and track your applications and communicate with your candidates throughout the recruitment process from one place – Tes Portal

- **Simplify the decision-making process**: use the interview scorecard to give your panel a set of assessment categories to use as a guideline when reviewing candidates

- **Keep an audit trail of your recruitment.**

- **Collaborate easily**: invite others within the decision-making process to review applications

- **Flexible levels of access**: you get to control who has access to job adverts, applications and candidate information and what level of access they have – depending on their role

- **GDPR-compliant:** Tes Portal is a cloud-based platform accessed via tes.com so you'll be able to log in and post a new job advert or manage responses, wherever and whenever you need to

- **Save 10% on your recruitment**: as part of this partnership, Tes are also offering COBIS member schools 10% off all Tes recruitment services, including new Recruitment Subscriptions and pay-as-you go products

Can I add the iFrame to my school website?

Yes, you can add the iFrame to your school recruitment pages.

This will allow you to create your job adverts in Tes Portal and automatically post them to the COBIS Global Jobs webpage, your own school recruitment pages and tes.com at the same time – significantly reducing the administrative burden.

The iFrame works by inserting a piece of HTML script into your school website. This HTML script tells your school website to display the jobs from your Tes career site on your school website.

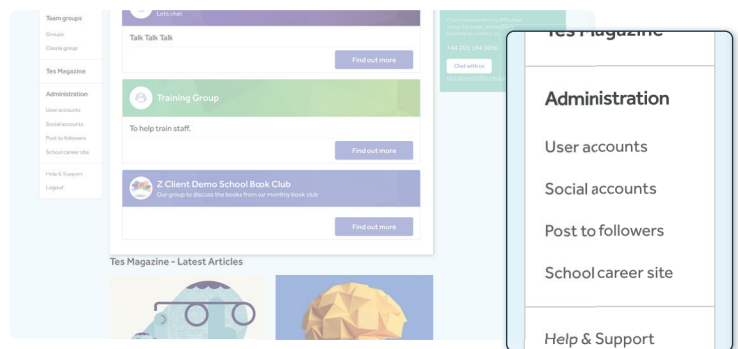# How do I set Tes iFrame up on my school website?

It's very simple to implement, but will require the help of the person who's responsible for updating the school website (usually called the 'webmaster', they are often an IT manager or an IT teacher).

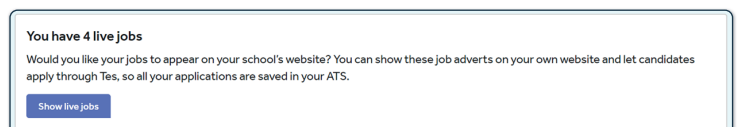The webmaster will need to be given the iFrame HTML script.

They simply need to copy and paste it into the existing HTML script on the website, at the location they want the iFrame to display on. For example, your recruitment or vacancies page.

If you don't have a Tes Recruitment Subscription you can request the iFrame code from: *cobis@tesglobal.com*.

If you have a Tes Recruitment Subscription you can find the code by navigating to the school *career site* – this can be found in the left-hand navigation in Tes Portal under administration.
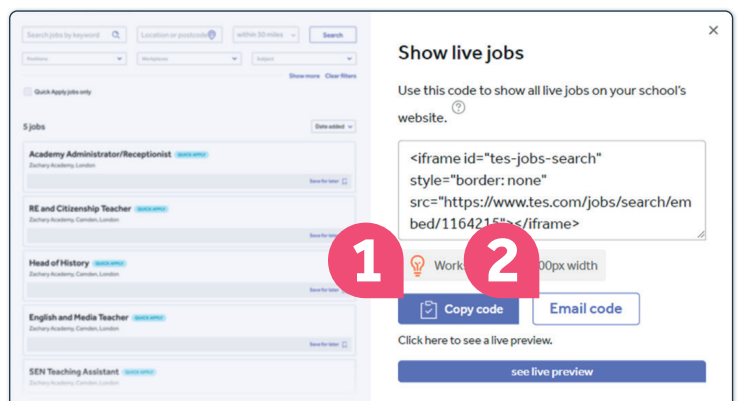

Once on the career site, at the top of the page is a banner to prompt you to use the iFrame. Click '*Show live jobs*'.

The following pop-up window will now display.

1. Click *[Copy code]* to copy the HTML code to your clipboard
2. Click *[Email code]* to email the HTML code from your email client

Contact us

Tes Portal set up –

to request your school Tes Portal administrator is set up

Email: **cobis@tesglobal.com**

Tes customer service –

general enquiries and technical difficulties

Email: **recruitment@tes.com**

Tel: **+44 (0)20 3194 3050**

Tes international team –

recruitment advertising, products and services

Email: **international@tesglobal.com**

Tel: **+44 (0)20 3194 3050**

Don't forget to ask about the 10% discount for COBIS member schools.

COBIS –

partnership questions and general enquiries

Email: **comms@cobis.org.uk**