How to use Tes iFrame to add jobs to Tes.com and COBIS Global Jobs

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.

You'll be able to quickly and easily post your jobs to the COBIS Global Jobs webpage and your individual school career site on 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, simplifying the recruitment journey and saving you time.

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

How does it work?

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.

What are the key benefits to member schools?

- **Effortless job posting**: when you create and post a job on Tes Portal, it will 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

*If you're a COBIS member school your adverts will automatically appear on the COBIS Global Jobs webpage and your individual school career site in Tes' onsite school directory for free. Additional fees will apply if your school doesn't have a Tes Staff Management subscription and you want to post your job to Tes Jobs (Tes.com/jobs).

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How to set up your account and post a job advert

All COBIS member schools can use this service for free and post jobs on Tes.com and COBIS Global Jobs.

All you need is a Tes.com account which will give you access to the administrative hub for posting jobs – Tes Portal.

Step 1

If you don't already have an account you can create one for free. On the Tes.com homepage click on School Portal at the top right of the screen. This will take you to a login screen with an option at the bottom that says 'Not a member yet? Join us for free'.

Step 2

When registering on Tes you need to select the position that's the closest match to your school role.

Step 3

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

Step 4

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

Step 5

When you create and submit a job advert on Tes Portal it will automatically appear on your school career site – a page dedicated to your school in Tes' onsite school directory – and the COBIS Global Jobs webpage.

Creating a job advert on Tes Portal

1 Log in to your Tes.com account and access Tes Portal from the top right of your screen

2 Click 'Post a new job' to create a new job advert

3 Add information about the role and your requirements in the 'Advert text' box

Can I add the job advert to my school website?

Yes, you can add the job advert to your school recruitment pages using the Tes iFrame. It's very simple to implement, but will require the help of the person who's responsible for updating your school website.
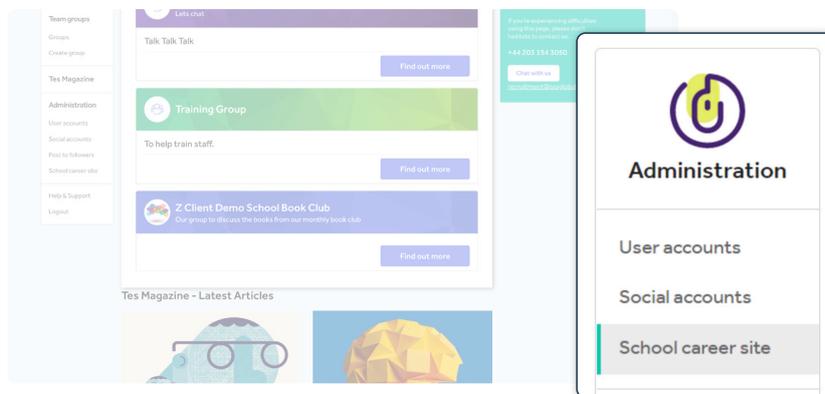
The webmaster will need to be given the iFrame HTML script.

They simply need to copy and paste it into the existing HTML script on your website, in the location where they want the iFrame to display, for example, your recruitment or vacancies page.
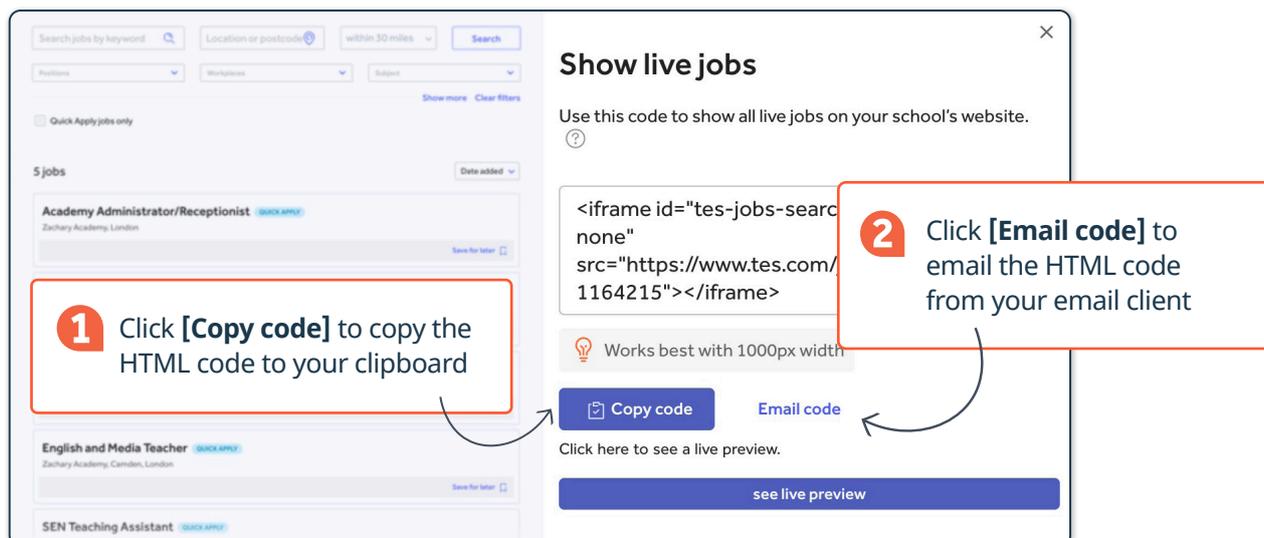
If you don't have a Staff Management subscription you can request the iFrame code from: **cobis@tes.com**.

If you have a Staff Management subscription you can find the code by navigating to your **school career site** – this can be found in the left-hand navigation in Tes Portal under Administration.

On your school career site you'll see a banner at the top of the page to prompt you to use the iFrame. Click 'Show live jobs'.

The following pop-up window will now display the HTML code required for the webmaster.

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

Can I add the job advert to Tes.com/jobs?

1 Tes job search

By ticking 'Show in tes search', your advert will appear on Tes.com/jobs. By selecting this option, you will need to pay a fee. Schools will a Tes Staff Management subscription receive this service for free.

Advert information

💡 Advert times and dates will be relative the searchable location set on this advert.

Advert start date | Start time
dd/mm/yyyy | 00:00 - Default

💡 Selecting an end time for your job advert is optional. If you don't select an end time, applicants will be able to apply up to 23:59 on the end date that you've selected.

Advert end date | End time
dd/mm/yyyy | 23:59 - Default

Advert should appear in
☑ Show in tes search
☐ Post to social media ⓘ

Advert pla...
● Place...
○ Place...

Booking in...

2 Post to social media

If you have a Staff Management subscription, you can post your school's advert onto Twitter, reaching local teachers who may be interested in working at your school.

How vacancies appear on the Tes.com/jobs site:

Does your school have a Tes Staff Management subscription?

Yes, we've got a Staff Management subscription

●   Continue to take advantage of all the great features of your Staff Management subscription, including unlimited advertising on Tes.com/jobs.

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

No, we don't have a Staff Management subscription

●   Don't panic! COBIS member schools can access Tes Portal, create adverts and post them to their school career site listed in the Tes school directory and the COBIS Global Jobs webpage

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

●   If you decide you want to advertise your vacancy on Tes.com/jobs too, you can add it at any time with the show in Tes search* tick box in Tes Portal

●   You can also upgrade to a Staff Management subscription at any time

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Don't forget all COBIS member schools get 5%** off Staff Management subscriptions.

Find out more: **tes.com/for-schools/cobis**

FAQs

Questions? You'll find the answer to our most frequently asked questions below. If you still need help please email us at **cobis@tes.com**.

My school is a COBIS member but not a Tes Staff Management subscription holder. How do I post my jobs on just the COBIS Global Jobs webpage?

On the 'Post a new job' form there is a section called 'Advert information' with tick box options you can select that asks whether you'd like the advert to appear in different areas. Untick the box that says 'Show in Tes search' and submit your job as normal.

Can COBIS member school vacancies managed by COBIS supporting member recruiters also be posted for free?

COBIS school members can continue to advertise on the COBIS website any vacancies which are being managed by a COBIS supporting member recruiter. There will be no additional charge to publish these adverts. COBIS supporting members will need to log in via their client's school account to post adverts on their behalf.

How do I access Tes Portal?

Log in to Tes if you already have an account. If you don't have an account you can create one for free in the top right-hand corner.

*Individual advertising costs apply.
**Discount applies to first year of subscription only.

How do I create a job in Tes Portal?

1. Log in to Tes.com with your login details.
2. Click 'Post a new job' on the left-hand side.
3. Add the information about the role and your requirements in the advert text section.

How do I post a job to the COBIS website?

You will need a Tes account. If you don't already have an account you can create one for free by going to Tes.com and clicking on 'School Portal' in the top right hand corner. This will take you to a login screen with an option at the bottom that says 'Not a member yet? Join us for free'.

When registering on Tes you need to select the position that is the closest match to your school role.

Once you've set up your Tes account you will need to contact the Tes team at **cobis@tes.com** to request your nominated Tes Portal administrator is set up.

Your administrator can then invite other school staff to join the portal and create and post jobs.

When you create and submit a job advert on Tes Portal it will automatically appear on your school career site – a page dedicated to your school in Tes' onsite school directory – and the COBIS Global Jobs webpage.

Will I be charged to post my job on Tes Jobs as well?

Your advert will automatically appear on the COBIS Global Jobs webpage and your school career site in Tes' onsite school directory for free if you are a COBIS member school. Additional fees may apply if you want to post your job on the Tes jobs search page Tes.com/jobs. Contact cobis@tes.com for further information about how to get a Tes Staff Management subscription if you do not already have one.

Can my school have its own individual iFrame? Will it show our live jobs on my school's own 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 you school career site in Tes' onsite school directory at the same time.

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 school career site in Tes' onsite school directory on your school website.

Where can I retrieve my code to add it to my school's website?

If you are a Tes Staff Management subscription holder the code can be found by going into your school career site within your Tes Portal account, and then pressing the button that says 'Show live jobs' at the top of your school career site above your school banner. A pop-up window will appear with your code which you can copy and paste into your school's website.

If you do not have a Tes Staff Management subscription email **cobis@tes.com** and you will be sent a unique code to copy and paste to your school's website.

Where do I paste the code?

You will need to paste the code into your school's website. Your IT support and/or web designer at your school should know where to paste this code.

Is there an optimal size for the iFrame once it has been put into my school's website?

Yes, it works best with a 1000-pixel width.

What will my iFrame look like on my school's website?

If you are a Tes Staff Management subscription holder, you'll be able to see a live preview by clicking on the button that says 'Show live jobs' at the top of your school career site within your Tes Portal account. You'll see a pop-up window with a button that says 'See live preview'.

What do I do if I can't access Tes Portal or my advert is not appearing on COBIS?

For general enquiries and technical difficulties email **cobis@tes.com**.

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.

I'm not a COBIS member school can I use Tes Portal?

Yes, you can still use Tes Portal if you are not a COBIS member school. You can use pay-as-you-go*, which allows you to advertise your job on the Tes jobs search page Tes.com/jobs.

You can also become a Staff Management subscription customer** and advertise all your jobs on Tes.com/jobs throughout the year, and train and retain your teachers to make an even bigger impact on your pupils. For more information visit **tes.com/staff-management**.

I already have a Tes Staff Management subscription and I'm a COBIS member school, what do I do?

If you already have a Tes Staff Management subscription**,** you can still use all your subscription features, posting as many adverts to Tes.com/jobs as often as you want, but you'll now have the extra benefit of being able to post one advert to both Tes and the COBIS Global Jobs webpage without leaving Tes Portal.

I don't have a Tes Staff Management subscription but I'm a COBIS member school, can I still use the iFrame?

If you don't have a Tes Staff Management subscription, don't panic! As a COBIS member school you can still access Tes Portal, create adverts, post them to the COBIS Global Jobs webpage, your school career site in Tes' onsite school directory and your own school recruitment pages, and manage responses for free.

You also have the option to add your vacancies to the Tes jobs search page Tes.com/jobs at any time by ticking the 'Show in Tes search' box and paying the applicable pay-as-you-go fee.

* Individual advertising costs apply.
** Features very depending on your Staff Management subscription package.

Contact us

Tes Portal set up

to request your school Tes Portal administrator is set up

Email: cobis@tes.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@tes.com**

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

Don't forget to ask about the 5% discount for COBIS member schools.

COBIS

partnership questions and general enquiries

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