



The TeachVac Job Portal

The TeachVac portal is designed for schools who either don't have a web site or whose web site does not have a vacancies page. It is designed to be very simple to use and its FREE! All you need to do is check a box on the registration or my details page of TeachVac – everything else is automatic!

How do I get a TeachVac Job Portal?

By simply checking the 'TeachVac Portal' box when registering initially or revising your registered details, TeachVac will automatically create a Vacancy Portal for you. That's it!

How do jobs appear on my Portal?

Any jobs you register with TeachVac in the normal way will automatically be shown on your job portal and applicants registered with TeachVac will be directed to the portal for jobs which match their requirements. You don't need to do anything extra.

The portal will display the contact details you put in your TeachVac registration so that potential applicants can email / telephone the contact for further details of the post.

How do I remove jobs from the portal when they have passed their closing date?

You don't need to do anything! When the job has passed its closing date it will be automatically removed.

How do I stop using the portal?

If you change your normal school web site and include vacancies on this site, you can stop using the Portal by simply unchecking the TeachVac Portal box in the My Details part of My Account on your main schools web page after you have logged in. Un-checking the box will delete the portal and you will be asked to type in the url (web address) of the jobs page where you vacancies will appear. Once you save this change, potential applicants will be directed to this new web page rather than the portal.

If you have any questions – please email us on enquiries@oxteachserv.com or call us on 01983 550408