A Guide to Advertising Job Listings on the International & Other section of EducationPosts.ie

Please note: This guide is for *not* intended for advertisers in Ireland who are eligible for free advertising according to the conditions below. If you meet any of the following conditions please go directly to the relevant section of the Advertise a Post menu:

- Irish primary or second level school with a DES roll number
- ETB school or post
- DES recognised third-level institute
- Pre-school offering places under the DES free pre-school year scheme
- parent of a child eligible for DES supported Home Tuition or July Provision (proceed to International & Other Posts)

Background on EducationPosts.ie

EducationPosts.ie is Ireland's leading website for advertising teaching-related vacancies and the largest online community of teachers. More than 25,000 teachers use EducationPosts.ie to find work and more than 6,000 jobs are advertised annually.

If your target market is teachers there is no better choice than EducationPosts.ie

Job Listing conditions

Some further details about Job Listing advertising:

- Individual job vacancies for education-related work can be advertised as Job Listings on the International & Other section of the site

- Job Listings must be for a specific job and the information provided in the advert must clearly indicate the location of the job, the subject, grades or nature of the work involved and a clear starting date

- Generic adverts for multiple positions or vacancies that may arise in the future cannot be advertised as Job Listings but Digital Display advertising may be suitable for these kinds of campaigns

- The primary and second-level sections are reserved for schools in Ireland that belong to the state education system

To enquire about discounts available on advertising multiple vacancies please email ads@educationposts.ie.

Book your advertising

To have your job vacancy listed on EducationPosts.ie upload your advert to the International & Other Section of the site as follows:

1. Go to EducationPosts.ie

2. Click on Advertise a Post

3. Follow the step-by-step process to upload the details of your job vacancy

4. Complete the Advertisers form, ensuring you submit an email address

5. You will be asked to review your advert and ensure that the information is correct

6. You have the opportunity at this point to change any incorrect details. This is the last opportunity to change the advert as changes cannot be made after this point.

7. You will be issued with an Advert ID and Query Code – take a note or screen cap of this as you will be asked for these in correspondence relating to payment and your advert. These will not be emailed to you.

8. To view what your advert will look like on the site you can use the View Advert Status under the Advertise a Post menu. Insert your Advert ID and Query Code and you will see the final listing and its status (pending activation, activated, deactivated). This can still be used after your advert has expired from the site to retrieve details.

Your advert can only be published by EducationPosts.ie once all payment conditions have been met. *(see below for further details).*

Pay for your advert

Credit Card (PayPal): This is the recommended and most effective method of payment and ensures the quickest publication of your advert. We cannot facilitate direct credit card payment over the phone we can, however, issue an invoice via PayPal. You do not need to have your own PayPal account to avail of this method as we can issue a non-account invoice to you.   An additional charge applies to PayPal transactions which will be calculated upon request. To request a PayPal invoice please email ads@educationposts.ie.

Bank Transfer: When paying by bank transfer you must send proof of payment in the form of a screen cap or receipt to ensure publishing of your advert. All charges for bank transfers must be paid in euros by the payee and not passed onto EducationPosts.ie. Bank transfers must be labeled with your Advert ID and Query Code in order to identify the payment on our records. Bank transfer is not an option that is available to customers outside of the EU. To request bank account details please email ads@educationposts.ie.

Frequently Asked Questions

Can you advertise my job immediately and I will pay on invoice? As a registered charity and an online service EducationPosts.ie cannot provide services without payment in advance. You can pay quickly using PayPal or within a couple of days using bank transfer. See *Pay for your advert* above for more details.

Why is it not clear that a fee applies when I am uploading my advert? The International & Other section is used by a number of individuals and organisation in Ireland that are eligible for free advertising so not all adverts in this section are paid for. All adverts submitted to EducationPosts.ie are reviewed by one of our team and it is at that point that it is determined if a fee applies. The Frequently Asked Questions section of EducationPosts.ie addresses the issue of fees.

I cannot see my ad properly? When you click International and Other section of Search for Posts you will see the job listed. Only registered job seekers can see the full content of the advert however you can see what they see by using the View Advert Status function (see point 8 of *Book your advertising* above).

Office hours are Tuesday, Wednesday & Thursday from 9am to 4.30pm.

ads@educationposts.ie