



## Vacancy Portal

### First time users

The Submitting a vacancy form enables you to create an account for future use – this is the link [Early years \(EYFS\) jobs & vacancies in London \(pleyss.co.uk\)](https://pleyss.co.uk)

All mandatory fields are necessary for account creation and to submit your first listing.

 **Submit a vacancy**

## Early Years employers please submit your vacancies

If you are submitting a vacancy for the first time, the details you supply will set up an account for you and log in details will be sent via email (please check your junk).

Any questions please contact us

Have an account?

[Sign in](#) If you don't have an account you can create one below by entering your email address/username. Your account details will be confirmed via email.

Your email

Job Title

Please enter the following: fields in blue are optional

Email address

**Vacancy Details**

Job Title

**Location**

Job Type (picklist)

Job Category (borough)

Description

Application email or URL.

## Company Details

Company Name

[Website](#)

[Tagline](#)

[Video](#)

[Twitter Username](#)

[Logo](#)

User can preview or save a draft of the vacancy (example below), edit it and Submit Vacancy for approval.

**Preview**

# EYE Apprentice

Full Time   Anywhere   Posted 1 second ago

test city

testtetstet

Edit listing   Submit Listing

After submitting the vacancy this will then create a user account for the employer and they will receive an email for password setting, example shown below.

The user will need to check their junk/spam folder for this email. If users do not set a password they will be unable to access their account to change vacancies or add future ones.

**From:** WordPress <[wordpress@pleyss.co.uk](mailto:wordpress@pleyss.co.uk)>

**Sent:** Monday, October 25, 2021 7:12 pm

**To:** [newoncomms@outlook.com](mailto:newoncomms@outlook.com)

**Subject:** [PLEYSS] Login Details

Username: newoncomms

To set your password, visit the following address:

<https://pleyss.co.uk/wp-login.php?action=rp&key=pOYhkn8V7VtqqOI0HuoM&login=newoncomms>

<https://pleyss.co.uk/wp-login.php>

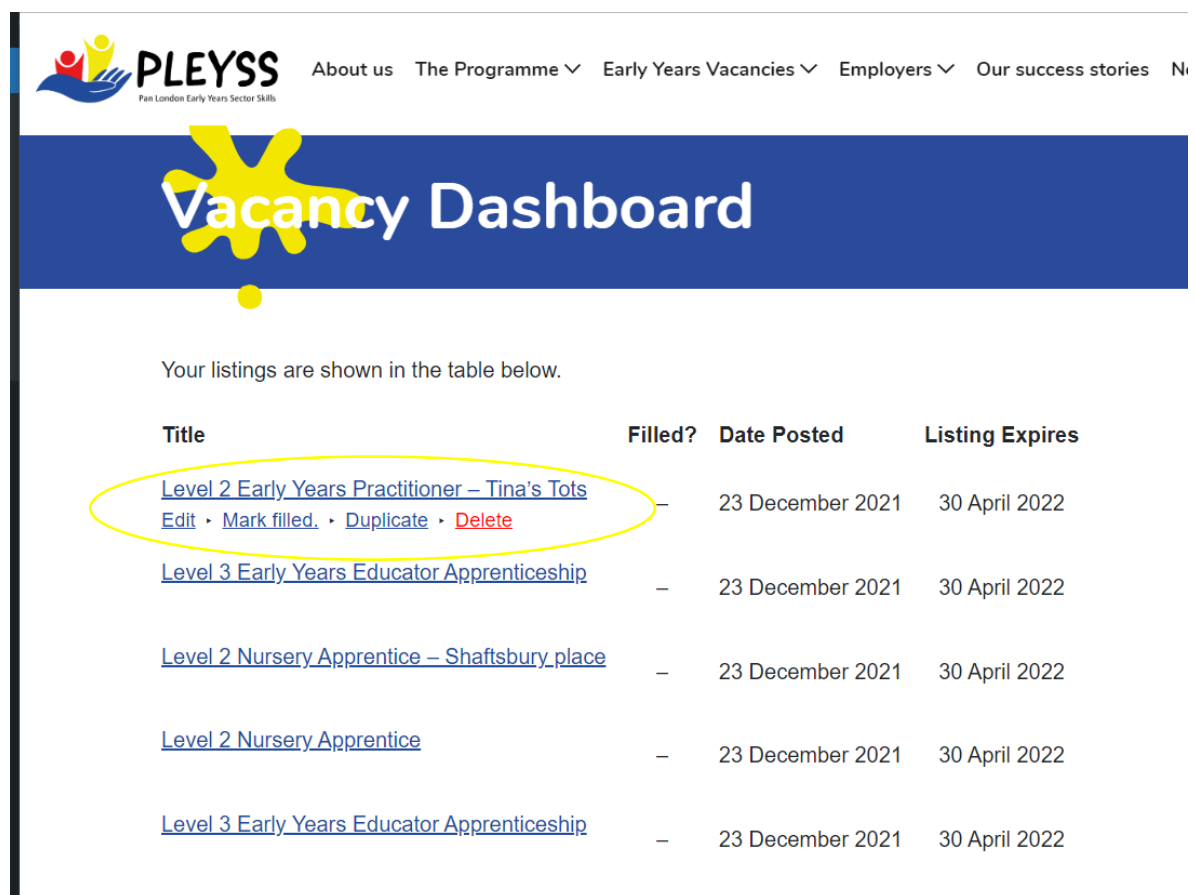
After submitting the vacancy website admin (PLEYSS team) are notified and it is checked before been approved to go live on the vacancy portal.

## Vacancy Dashboard

Users can edit/amend their listings by logging into their vacancy dashboard ([My account - PLEYSS](#)).

Once logged in the user can manage their listings – options are edit, mark filled, duplicate or delete.

Currently listings stay live for 30 days.



**PLEYSS** Pan London Early Years Sector Skills

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# Vacancy Dashboard

Your listings are shown in the table below.

Title	Filled?	Date Posted	Listing Expires
<a href="#">Level 2 Early Years Practitioner – Tina's Tots</a> <a href="#">Edit</a> • <a href="#">Mark filled</a> • <a href="#">Duplicate</a> • <a href="#">Delete</a>	–	23 December 2021	30 April 2022
<a href="#">Level 3 Early Years Educator Apprenticeship</a>	–	23 December 2021	30 April 2022
<a href="#">Level 2 Nursery Apprentice – Shaftsbury place</a>	–	23 December 2021	30 April 2022
<a href="#">Level 2 Nursery Apprentice</a>	–	23 December 2021	30 April 2022
<a href="#">Level 3 Early Years Educator Apprenticeship</a>	–	23 December 2021	30 April 2022

All current vacancies are displayed here [Vacancy Portal](#)

Individuals can view the details and Click 'Apply for job' - this button then links to the URL or creates an email if an email address was used in the set up.

## Personal qualities

- Friendly
- Reliable
- Nurturing
- Enthusiastic
- Willing to learn and help

## Desired qualifications

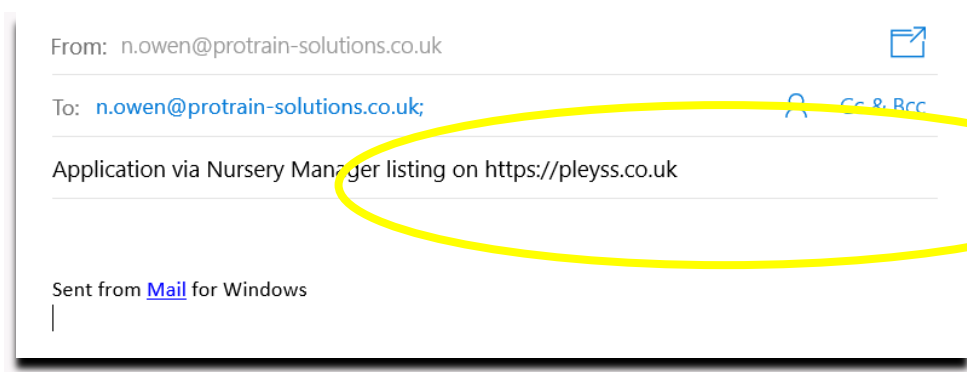
- GCSE or equivalent

## Future prospects

Possibility to continue working here if we are happy, able and willing to work together.

Apply for job

The screen shot below shows how the user will be notified of email applicants.



If you have any queries or questions please contact enquiries:pleyss.co.uk or calls us on 01252 712945