



CESA

Positions Vacant

User Guide

September 2022

Document Overview

The following document outlines the process to manage your Job Vacancies on the Catholic Education Office of South Australia website.

Job Editors

Each CESA school will have a single user account assigned for Job Editors to log in with (this is assigned to the 'info@school' email or like address, not an individual's email).

Upon logging in, the Job Editor's specific school information is fed from the Schools Module and associated with their listings.

Password

Your school will have been provided with a username to your school email address. You will be prompted to reset your password when logging in for the first time.

Please make sure you record the username and password for other users at your location as each location will only have one log-in.

If you lose your password in the future, you are able to re-set via the link provided below or alternatively call HR listed at the end of this document and they will assist.

Follow this link: [Reset Password](#)

Job Editor Tasks

1. Job Editor logs in using their school's unique login details
2. Job Editor clicks Content Manager and then clicks Job Vacancies
3. Job Editor has the option to:
 - a. Create a new job vacancy
 - b. View active and pending job vacancies
 - c. Edit 'declined' job vacancies (a job vacancy that has been declined by a Job Approver)
 - d. Delete 'declined' job vacancies

Note: Job Editor cannot edit a job vacancy that is pending approval

Submitting a Job Vacancy

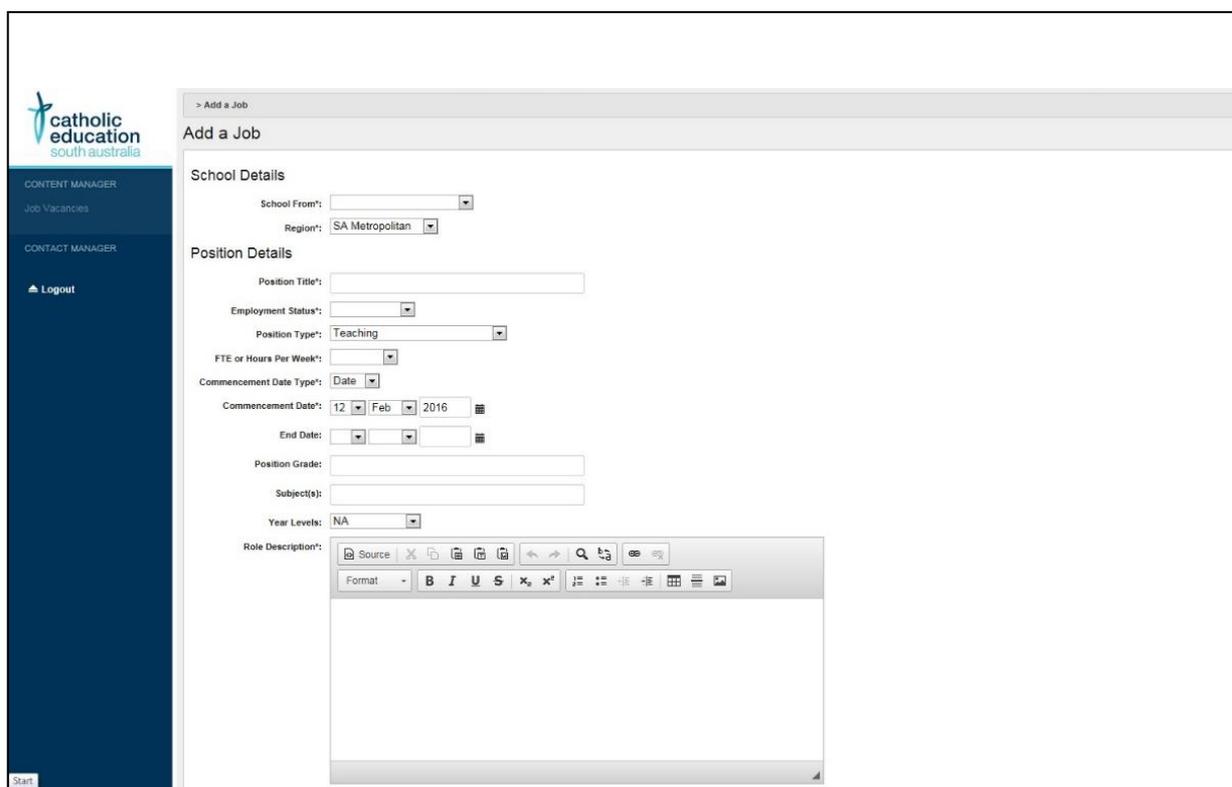
In order to submit a new Job Vacancy, navigate to <http://cesa.webtemplate.com.au/> and log in using your access details. Follow the steps below:

1. Click on **Content Manager** (located on the left-hand side of the page) then click the menu item titled Job Vacancies
2. Click **Add a Job**
3. Enter the details required (as outlined below)
4. Click **Submit** to send your Job Vacancy for Approval or Cancel to quit without saving.

****Note: if you wish to save the details entered prior to submitting, make sure you press save as draft before logging out.*

Ready to Start

Once you have clicked Add a Job  you will be taken to the screen below to enter the following details:



School Details

Please note that your school description, logo and location details are included at the top and bottom of your Job Vacancy page automatically. The Region you select will show as a search filter for potential employees.

Region* - Select from the Regions displayed

Position Details

Information entered under this heading will either display in the left column or in the summary table at the top of your Job Vacancy page. Please see the 'Job Vacancy Example' on pages 10 and 11.

Position Title* - Enter the Title for the Position to show as the Heading. Include subjects and number of vacancies in the title if required.

Employment Status* - Please select from the options provided.

Position Type* - Please select from the options provided.

FTE or Hours per week* - Choose from the options and add exact hours, or exact FTE.

Commencement Date Type* - Choose the date you wish for the role to commence. This can either be an exact date, or can be set to ASAP.

Commencement Date* – If date is chosen above, please select the date.

Position End date – this can be left blank for ongoing roles.

Position Grade – This is an optional field. Enter grade of ESO position if known.

Subject(s) - This is an optional field. Please enter if applicable.

Year Levels - This is an optional field. Please enter if applicable. However, you need to select N/A if the role is not associated to year levels (e.g. Business Manager).

Role Description/Details* - Please enter the description for the Role.

- This section is free text
- There is space here to provide detail such as: key responsibilities of the role, essential criteria and experience required
- If you are copying and pasting from other documents use these buttons as appropriate 
- All our positions should identify that successful candidates are required to actively support the Catholic ethos of the school
- If you wish to nominate a particular contact person to take queries about the role you should do so here. In this section you can hyperlink directly to the Positions Vacant section on your website. To do so, use this symbol .

Always keep this as precise and as simple as possible.

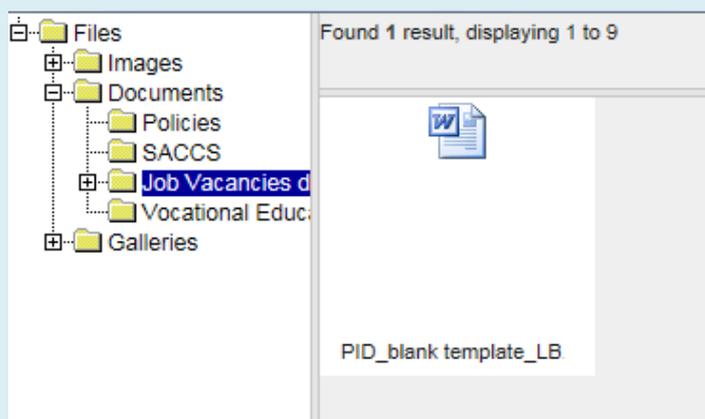
Keep your ad professional in appearance and content.

It is a form of discrimination to state number of years' experience required.

Additional Information - This is an optional field. You should be able to include all information in the role description box above. Please enter if applicable.

Privacy Statement* - Please either [Enter a link](#) or [Upload a file](#) outlining your privacy details. You are able to use your individual school privacy statement here either linked to your website or attached to the advertisement (or both). See below:

Please Note*** By clicking 'Upload a File' and selecting 'Browse Library', the 'File Library' appears (see image below). This is where you can store your schools template documents (including Privacy Statements, Application Declarations and Position Information Documents). Please be aware saving in the browser library means your document becomes available to all schools to access. **All schools should have their own Privacy statement and policy. If you don't have a school template you will need to develop one from the [Privacy Information Collection Notice proforma](#) available on CESAShare. This information may also all be contained in your privacy statement.



How to Apply

Information entered under this heading will display in the blue column on the right of the page on your Job Vacancy page. In this section include all the steps and information required for the applicant to successfully lodge an application. Please see the 'Job Vacancy Example' on pages 10 and 11.

- **Application Requirements*** - Please enter the process to be used by applicants when applying for this role.

Tip: Always keep this very short and concise. Please keep this under 200 characters for best results. If you require hard copies, state here along with the number of copies required. If you only require email applications also state here.

Examples of Application Requirements:

Please provide 4 copies of applications, of no more than 6 pages, addressing the above criteria and including the names of three current referees to the contact below:

Applications detailing qualifications, experience and the names of 3 current referees can be forwarded to:

Please direct your applications including; a covering letter detailing your experience and expertise as it relates to our position, resume and Application Declaration Form, to:

- **Close Date & Time*** - Please select the date and time applications are closed.
- **Application Declaration*** - Please choose from the options provided. You are able to:
 - select the standard school default – this is the CESA standard application declaration form for all schools

If you have your own tailored application declaration form:

 - upload your tailored document (upload file) – this is where you upload the file to the browser library contained on Positions Vacant
 - or
 - enter a link directly to the document saved on your website.
- **PID** - Please either enter a link or upload a file to include a Position Information Document (PID). As above you are able to save your tailored PID to the browser library or if available on your website link directly to it. While this is an optional field, it is ideal that all roles have a PID.
- **Direct applications to*** - Enter the name of the person applications should be addressed to (e.g. the Principal)
- **Attention of** – Enter the name of the person mailed or emailed to (e.g. Personal Assistant, HR Manager).

If required; a contact name for queries and details to handle queries on the role should be identified in the Role Description box.

- **Phone** – This is an optional field. Please enter a value if required. Phone should be included if you are willing to take calls relating to the position.
- **Email** - This is an optional field. Please enter a value if you require applications to be emailed to you. If you don't want emailed applications, do not fill this in.
- **Address Line 1** – This is where applications will be posted to. This is an optional field. Please enter a value if required. If you require applications to be posted to you, always enter the Address details above. If you do not wish to receive posted applications, leave this entry blank.
- **Address Line 2** - This is an optional field. Please enter a value if required.
- **Suburb** - This is an optional field. Please enter a value if required.
- **State** - This is an optional field. Please enter a value if required.
- **Post Code** - This is an optional field. Please enter a value if required.

**** denotes a required value. If you haven't entered a required field the save option does not work. You will not receive a message advising which field to enter and if you exit the job the data will be lost. Make sure you check all required fields.***

Submitting your advertisement for publication

- Once you have entered in the all the details you are able to [save as draft](#) to submit for approval at another time.
- [Preview](#) allows you to view how the role will appear online prior to going live.
- When your advertisement is ready, press [submit](#) to send to the CEO HR Team for approval.

(Note: If you click on submit more than once it will send the job through as many times that you click)

After Submitting

Once you have submitted your Job Vacancy, an email is sent to the CEO HR Team for moderation prior to being displayed on the CEO website. Approval may take up to 2 days.

Should you require an urgent approval or you have any questions or concerns, please contact a member of the HR Team (contact details located at the end of this document).

You will receive an email once your advertisement has been reviewed. The email will indicate if the advertisement has been approved or if it has been declined (and therefore, sent back to draft stage).

Advertisements will be automatically removed from the Positions Vacant web page after the listed closing date.

Editing your Job Vacancy

If your Job Vacancy has been declined, you will receive an email along with a note as to why this has occurred. To make required changes to your Job Vacancy, please follow the steps below. Please note that once you submit a vacancy, you will not be able to edit it until the Moderators have reviewed it.

***Please note e-mails will be sent to the info@ email address at your school.

1. Navigate to <http://cesa.webtemplate.com.au/> and log in using your access details.
2. Click the menu item titled **Job Vacancies**.
3. Here you will see your Job Vacancies and their current status.
4. **Click the title** of the job you wish to edit.
5. Adjust any of the details.
6. Click **Submit** to send your Job Vacancy for Approval or Cancel to quit without saving.

Need Help / Queries?

Should you have any questions regarding the nature or structure of the advertisement, your log on or how to load onto the Positions Vacant site, please contact our Human Resources Team.

Madeline Noonan – Human Resources Administrator

(08) 8301 6177

Lucy Brodie - Recruitment Officer (Mon-Wed)

(08) 8301 6603

Toe Adams – Human Resources Support Officer (Wed-Fri)

(08) 8301 6184

Viewing Job Vacancies Online

When a visitor accesses the Job Vacancies area of the CESA website, they will be presented with the option to search for a relevant position using the criteria listed as below.

- **Position Type**
- **Employment Status**
- **FTE/Hours per week**
- **School Name**
- **Year Levels**
- **Region**
- **Commence From**

A listing of Job Vacancies will display based on the criteria selected and will be displayed as below.

School	Position	Commence Date	Close Date
SEAFORD SA All Saints Catholic Primary School	TEACHING - PERMANENT Primary Teacher (2 positions)	27 Jan 2015	01 Aug 2014
ADELAIDE SA Archdiocese of Adelaide	NON-TEACHING - FIXED TERM Child Protection Project Officer	18 Aug 2014 to 17 Aug 2015	27 Jan 2015
PROSPECT SA Blackfriars Primary School	TEACHING - PERMANENT Reading Recovery Teacher	01 Sep 2014	28 Jul 2014
PROSPECT SA Blackfriars Primary School	PRINCIPAL - FIXED TERM Principal	13 Oct 2014	07 Aug 2014
WARRAGUL VIC Catholic Education Diocese Of Sale	PRINCIPAL - FIXED TERM St John the Baptist Primary School - Koo Wee Rup	28 Jan 2015	06 Aug 2014

Job Vacancy Example

Below is a guide to how the information you enter will display on the Job Search Listing and on your Job Vacancy page. Red items below are editable and blue items cannot be edited. Please contact the Marketing and Communications Team on (08) 8301 6863 if you would like to change your school information.

Job Search Listing

SCHOOL INFORMATION	POSITION TYPE - EMPLOYMENT STATUS POSITION TITLE	Commence Date	Close Date
SEAFORD SA All Saints Catholic Primary School	TEACHING - PERMANENT Primary Teacher (2 positions)	27 Jan 2015	01 Aug 2014
ADELAIDE SA Archdiocese of Adelaide	NON-TEACHING - FIXED TERM Child Protection Project Officer	18 Aug 2014 to 17 Aug 2015	27 Jan 2015
PROSPECT SA Blackfriars Primary School	TEACHING - PERMANENT Reading Recovery Teacher	01 Sep 2014	28 Jul 2014

Job Vacancy Page

SCHOOL INFORMATION

Tenison Woods Catholic School

Tenison Woods is a Catholic School with an enrolment of approx. 150 students providing an R-7 learning environment and program. Tenison Woods was founded by the Sisters of St Joseph in 1933 and was originally called St Joseph's, Richmond. In 1997 the school amalgamated with Kilmara Catholic School, Thebarton and the name changed to Tenison Woods.



Primary Teacher

POSITION TYPE Teaching	COMMENCE DATE 21 July 2014	EMPLOYMENT STATUS Replacement
FTE/HOURS PER WEEK 27.5		

Role Criteria

- Have a commitment to uphold and contribute to the ethos of a Catholic School
- Use ACARA statements to plan and link curriculum units and to be aware of National Curriculum developments
- A thorough understanding of contemporary pedagogies, including Inquiry learning
- Differentiate the curriculum as appropriate for individual student learning including the use of reliable data to inform programs
- Work collaboratively and professionally with all staff members
- Excellent communication, interpersonal, organisational, technical and conflict resolution skills
- A commitment to professional learning

Additional Information

Vivamus sagittis lacus vel augue laoreet rutrum faucibus dolor auctor. Donec ullamcorper nulla non metus auctor fringilla. Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Maecenas sed diam eget risus varius blandit sit amet non magna. Curabitur blandit tempus porttitor.

All successful applicants must undertake and successfully clear our screening processes and will continue to do so as part of any ongoing employment.

View Privacy Employment Collection Notice

Catholic Education SA is committed to providing a child safe and child friendly environment. Catholic Education SA is an equal opportunity employer. Catholic Education SA encourages Aboriginal and Torres Strait Islander Peoples to apply.

ROLE DESCRIPTION

ADDITIONAL INFORMATION

PRIVACY STATEMENT

EQUAL OPPORTUNITY EMPLOYER

How to Apply

Please provide three copies of applications, of no more than 6 pages, addressing the above criteria and including the names of three current referees.

NAME
The Principal, Mark Battistella

PHONE
(08) 8352 2706

EMAIL
principal@smc.sa.edu.au

CLOSE DATE
4pm Thursday 26 Jun 2014

It is a requirement that an **Applicant Declaration Form** be completed. This form needs to be submitted with your application.

Further information about this role is available from the Position Information Document (PID).

[Download PID](#)

ADDRESS
540 Fullarton Road, Springfield SA 5062

WEBSITE
www.tenison.catholic.edu.au

PHONE
(08) 8352 2706

GENDER
Co-ed

YEAR LEVELS
R-12

SCHOOL INFORMATION