

The school governance recruitment and support service

How to Express Interest in an Opportunity

Manage Opportunities Search for Opportunities Chat

- 1. From the home page select the Search for Opportunities tab or button
- Search for Vacancies in your preferred area. When you have
 found a suitable Vacancy select Add to Shortlist
- 3. You will notice that you have items in your Shortlist Select this button to see what you've added.

1 View Shortlist

Search Opportunities

Update Profile

LA wide Opportunity Opportunity Name: Co-opted and LA governor vacancies Expiry Date: 02/01/2119 Date Range:From 21/01/2019 To 02/01/2119 Vacancies: 30 Description: I work for Governor Services and support schools in filling their governor vacancies.





- 1. Next select Review Shortlist & Express Interest
- 2. Make sure the Select to Express Interest box is checked

Select to Express Interest

Review Shortlist & Express Interest



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Success !

6. Select Next



7. You have now Expressed Interest in the Governor Vacancy and a Success notice will appear

8. Click Finish to return to the Homepage



9. When you receive a communication back from the school just select Chat on the Home page and you can send further messages and attachments if required. See our guide on how to Chat

10. If you do not receive a communication from the recruiting school after a week contact the Central Team at <u>enquiries@inspiringgovernernance.org</u> for further support



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