



jobs.ac.uk

How to set up Jobs by Email for roles in further education

Step 1

If you do not have an account with jobs.ac.uk, please create one. To do this, from the jobs.ac.uk homepage, select 'Jobs by Email'

The screenshot shows the jobs.ac.uk website homepage. The top navigation bar includes links for 'Find a Job', 'Find PhDs', 'Career Advice', 'Jobs by Email' (circled in red with a red arrow), and 'Advertise a Job'. The 'Jobs by Email' link is highlighted with a red circle and a red arrow pointing to it. The main content area features a search bar and a table of job disciplines with counts. The table is divided into three sections: 'Academic Job Discipline / Field of Expertise', 'Professional / Managerial / Support Services Jobs', and 'Featured Industry'. The 'Academic Job Discipline / Field of Expertise' section lists various disciplines and their corresponding job counts. The 'Professional / Managerial / Support Services Jobs' section lists various professional roles and their corresponding job counts. The 'Featured Industry' section lists various industries and their corresponding job counts.

Academic Job Discipline / Field of Expertise		
Search All	Historical & Philosophical Studies	72
Agriculture, Food & Veterinary	Information Management & Librarianship	41
Architecture, Building & Planning	Languages, Literature & Culture	84
Biological Sciences	Law	51
Business & Management Studies	Mathematics & Statistics	212
Computer Sciences	Media & Communications	409
Creative Arts & Design	Physical & Environmental Sciences	410
Economics	Politics & Government	60
Education Studies (inc. TEFL)	Psychology	171
Engineering & Technology	Social Sciences & Social Care	197
Health & Medical	Sport & Leisure	25
Professional / Managerial / Support Services Jobs		
Search All	Legal, Compliance & Policy	110
Administrative	Library Services, Data & Information Management	95
Estates & Facilities Management	PR, Marketing, Sales & Communication	251
Finance & Procurement	Project Management & Consulting	165
Fundraising, Alumni, Bids & Grants	Senior Management	176
Health, Wellbeing & Care	Sports & Leisure	23
Hospitality, Retail, Conferences & Events	Student Services	232
Human Resources	Sustainability	4
International Activities	Web Design & Development	12

Step 2

To register, select 'Register' and fill out all the required fields and create a password.

SIGN IN REGISTER

Create your jobs.ac.uk account by completing the form below. All personal data you provide in order to create your account is processed in accordance with our [Privacy Notice](#)

First Name *

Last Name *

Email *

Password

Confirm Password

I have read and accept the [Terms and Conditions](#)

I would like to receive email communication from jobs.ac.uk relating to Company News

I would like to receive email communication from jobs.ac.uk relating to Conferences, Meetings & Events

You will then be asked to verify your email address.

Verify your Account

We have sent a new verification email to . Please check your email account now and click on the link in the email to complete your registration.

If the email doesn't arrive within the next 10 minutes you may need to check your junk or spam folder.

To help ensure our emails reach your inbox please add jobsacuk.noreply@jobs.ac.uk to your safe list or email address book.

OK

jobs.ac.uk Queen Mary University of London Academic Roles AI, Machine Learning and Computing

Find a Job Find PhDs Career Advice **Your Account** Recruiters

SIGN IN REGISTER

Create your jobs.ac.uk account by completing the form below. All personal data you provide in order to create your account is processed in accordance with our [Privacy Notice](#)

First Name *

Last Name *

Email *

Password

Confirm Password

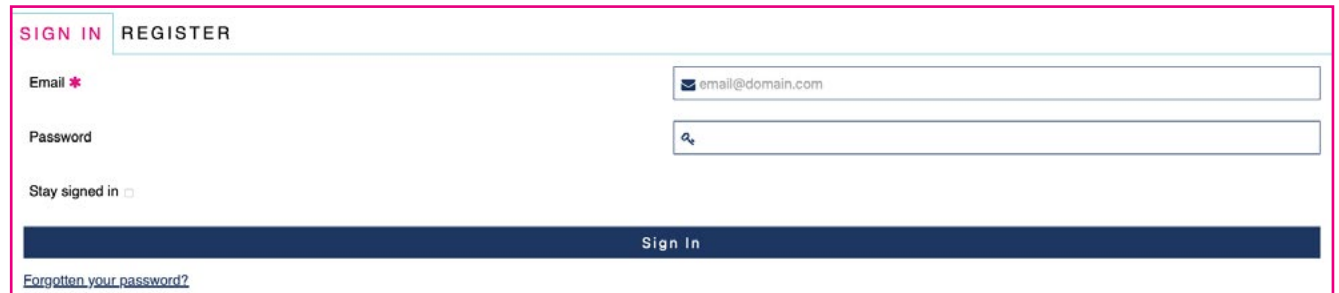
I have read and accept the [Terms and Conditions](#)

I would like to receive email communication from jobs.ac.uk relating to Company News

I would like to receive email communication from jobs.ac.uk relating to Conferences, Meetings & Events

Step 3

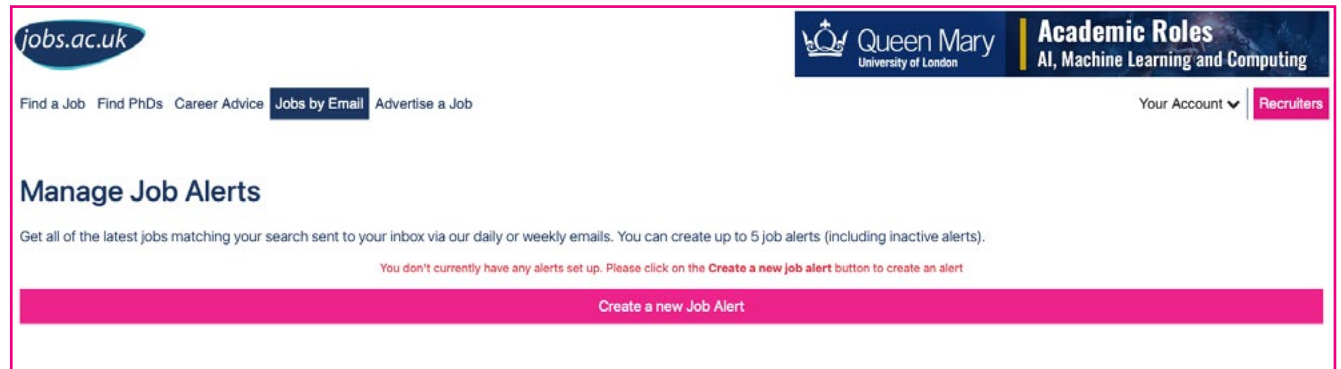
Once your email has been verified, you will be signed into your account. If you need to sign into your account again, please enter the fields and select 'Sign In'.



The screenshot shows a login interface with two tabs: 'SIGN IN' (active) and 'REGISTER'. Below the tabs are three input fields: 'Email *' containing 'email@domain.com', 'Password' with a visibility icon, and 'Stay signed in' with a checkbox. A dark blue 'Sign In' button is positioned below the fields. At the bottom left, there is a link for 'Forgotten your password?'.

Step 4

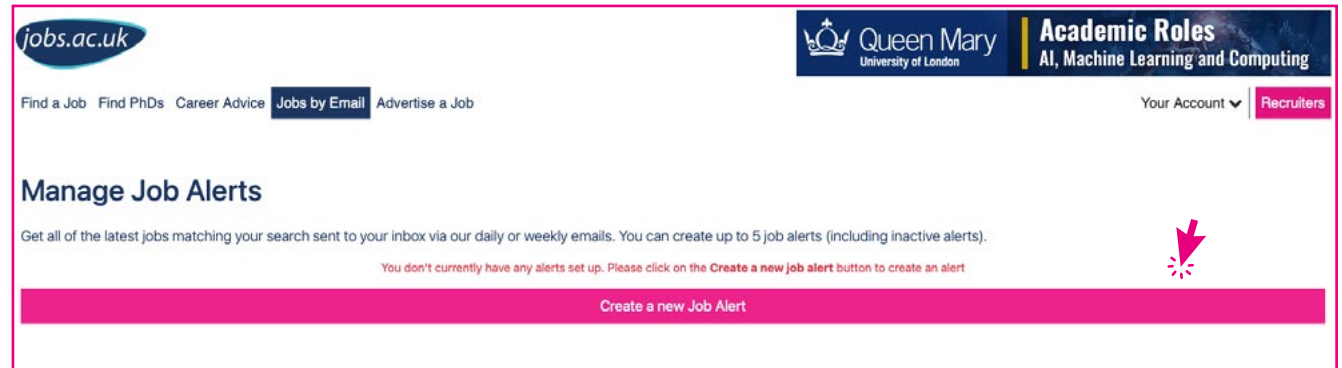
Once signed in you will see 'Manage Job Alerts'.



The screenshot shows the 'Manage Job Alerts' page on the jobs.ac.uk website. At the top left is the 'jobs.ac.uk' logo. To its right are navigation links: 'Find a Job', 'Find PhDs', 'Career Advice', 'Jobs by Email' (highlighted in a dark blue box), and 'Advertise a Job'. On the top right, there is a 'Queen Mary University of London' logo and a banner for 'Academic Roles AI, Machine Learning and Computing'. Below the banner are links for 'Your Account' (with a dropdown arrow) and 'Recruiters' (in a pink box). The main heading is 'Manage Job Alerts'. Below it, a paragraph states: 'Get all of the latest jobs matching your search sent to your inbox via our daily or weekly emails. You can create up to 5 job alerts (including inactive alerts).' A red text note says: 'You don't currently have any alerts set up. Please click on the **Create a new job alert** button to create an alert'. At the bottom, there is a prominent pink button labeled 'Create a new Job Alert'.

Step 5

To create a job alert, select 'Create a new Job Alert'.



jobs.ac.uk

Queen Mary University of London

Academic Roles AI, Machine Learning and Computing

Find a Job Find PhDs Career Advice Jobs by Email Advertise a Job

Your Account Recruiters

Manage Job Alerts

Get all of the latest jobs matching your search sent to your inbox via our daily or weekly emails. You can create up to 5 job alerts (including inactive alerts).

You don't currently have any alerts set up. Please click on the **Create a new job alert** button to create an alert

Create a new Job Alert

Step 6

To receive jobs in Further Education Colleges, go under "Employer Sector" and select "UK FE Colleges".

You can combine the FE filter with others to receive jobs customised to your expertise.

If you are looking for a specific role, not in our categories, you can type it in the keyword box at the top as well as a location.

If you are searching for multiple roles in different fields of expertise or locations, we suggest creating separate alerts. **You can create up to 5 alerts.**

Create a Job Alert

Keywords Location Within 0 miles

Workplace

Academic Discipline / Field of Expertise

Professional / Managerial / Support Services

PhDs and Masters Studentships

Salary

Hours

Contract Type

Employer Sector

<input type="checkbox"/> Commercial Organisations	<input type="checkbox"/> Commonwealth Institutions
<input type="checkbox"/> European Universities and Colleges	<input type="checkbox"/> North American Universities and Colleges
<input type="checkbox"/> Other Public Sector	<input type="checkbox"/> Other Universities and Colleges
<input type="checkbox"/> Public Sector - Education	<input type="checkbox"/> Research and Other Institutes
<input type="checkbox"/> Schools	<input type="checkbox"/> UK and Irish HE Institutions
<input type="checkbox"/> UK FE Colleges	

By creating this job alert you agree to our Terms & Conditions and Privacy Policy and you are requesting us to send you emails with details of jobs that match the criteria you have set. All job alert emails will contain a link to enable you to unsubscribe / manage your privacy settings.

Create a new Job Alert

Step 7

Accept the Terms and Conditions and select 'Create a new Job Alert'.


You will be redirected back to your Jobs by Email settings where your new job alert will appear.

You can add a title to your alert.

You can also select whether to receive daily or weekly email alerts and turn them on or off.

Select "view results" to see all current jobs on the site matching your keywords.


Active Alerts

(Click here to add title) 

Engineering & Technology | UK FE Colleges

Daily Weekly On Off [View Results](#) [Delete](#)

Active Alerts

Hertfordshire 

Hertfordshire, UK | Student Services | £25,000 - £29,999 | UK FE Colleges

Daily Weekly On Off [View Results](#) [Delete](#)

Further tips

To find your Jobs by Email in the future, head to "Jobs by Email" either through the tabs at the top of the page or in "your account"

If you are not receiving your Jobs by Email alerts or have any questions about the process, please contact help@jobs.ac.uk.

The screenshot shows the jobs.ac.uk website interface. At the top left is the jobs.ac.uk logo. To the right is the Queen Mary University of London logo and a banner for "Academic Roles AI, Machine Learning and Computing". Below the logo is a navigation bar with links: "Find a Job", "Find PhDs", "Career Advice", "Jobs by Email", and "Advertise a Job". On the right side of the navigation bar is a "Your Account" dropdown menu with options: "Recruiters", "Account Settings", "Jobs by Email", "Saved Jobs", and "Sign Out". Below the navigation bar is a search bar with the text "GREAT JOBS FOR BRIGHT PEOPLE". The search bar contains a search input field, a "Location" field, and a "Within 0 miles" dropdown. A pink "Search" button is to the right of the search bar. Below the search bar is a section for "Academic Job Discipline / Field of Expertise". On the left side of the search bar, there are "Careers in" tabs for "China" and "Denmark". On the right side of the search bar, there are "Featured Industry" and "Featured Jobs" sections.



If you would like to advertise on jobs.ac.uk or speak to one of our team about creating a bespoke or targeted recruitment campaign, we'd love to hear from you.

UK and Ireland

Email: enquiries@jobs.ac.uk

Tel: +44(0)24 7657 2839

International

Email: global@jobs.ac.uk

Tel: +44(0)24 7657 4140

www.jobs.ac.uk

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