



## **STAFF APPOINTMENTS & RECRUITMENT GUIDELINES**

### **RATIONALE**

To ensure the most suitable applicants are appointed to fill vacancies in our school.

### **PURPOSE**

To appoint applicants to positions according to identified criteria and identified school needs.

To fill positions fairly, following consistent guidelines.

### **GUIDELINES**

When a vacancy exists the Principal will action the following:

1. Advertise the position and timeframe. Full-time teaching positions of one year and permanent positions will be advertised in the Education Gazette. Other positions will be advertised in the local paper and school newsletter.
2. Prepare an appointment package and person specification / job description if considered necessary.
3. Form an appointments committee (see over for type of position).
4. Engage an outside consultant to assist in the appointment process if considered necessary.
5. The Principal will deal with the administration involved in the appointments process except where the Principal's position is to be filled. This job will then be co-ordinated by the Chairperson or a consultant employed by the Board.
6. The appointments committee will formulate a shortlist of applicants from CVs and supporting material received.
7. For teaching positions, the referees of shortlist applicants will be contacted and as needed for all other positions.
8. The applicants to be interviewed will be contacted by phone by the Principal and provided with information to assist in the process, eg. when, where, who.
9. Individuals attending interviews will be required to show originals or certified copies (certified copies must be stamped or endorsed as true copies of the originals by a person authorised by law to take statutory declarations in NZ.) of any qualifications, teacher registration certificate, and evidence of right to work in NZ that are essential for the position they are applying for.
10. Successful applicants will have four working days in which to confirm their acceptance in writing. Confirmation of the appointment will take place at the next Board of Trustees meeting.

11. All CVs and supporting material will be returned to applicants after the appointment has been confirmed.
12. All discussions of the appointments committee must remain absolutely confidential.
13. As per new government safety checking regulations made under the Vulnerable Children Act 2014 (VCA), all paid employees and contractors who work with children in state-funded organisations will be safety checked by the Principal.
14. All positions, other than those for registered teachers, will require a police vet to be completed.

## **APPOINTMENT COMMITTEES**

Examples of the appointment committees could be:

<b>Principal</b>	Full Board of Trustees, DP and consultant (if required)
<b>DP / AP</b>	Principal, DP or AP, Board of Trustees Chairperson
<b>Scale A / Fixed Term</b>	Principal, DP and AP
<b>Support Staff</b>	Principal and DP
<b>Caretaker</b>	Principal and Property Representative on Board of Trustees

## **Appointment Procedures**

1. Vacancy confirmed.
2. Appointments Committee meets.
3. Advertisement completed.
4. Application forms compiled.
5. Job description compiled.
6. School information compiled.
7. Appointment criteria set.
8. Applications open.
9. Applications close.
10. Short listing.
11. Interview.
12. Board of Trustees ratifies appointment.

Reviewed: September 2016

Next Review: September 2019