

STAFFING APPOINTMENTS

Reviewed 19.09.11; Reviewed 31/10/2012 (BOT SubC); Reviewed Nov/Dec 2013 (Tracy/Donal)

ACTION

1. To appoint applicants to positions according to identified criteria and identified school needs.
2. To ensure that the most suitable applicant is appointed.

GUIDELINES

1. Procedure for appointing the Principal will involve consultation and involvement of the full Board.
2. The Board of Trustees Personnel Subcommittee (as required) will be involved in the appointments to Deputy and Assistant Principal Positions.
3. EEO implications will be considered when making appointments.
4. The Board will delegate to the Principal all appointments of non teaching staff and of Scale A teachers but reserves the right to final ratification.
5. Appropriate consultation with staff will be carried out as part of the appointment process.
6. Applicant specification and job description will be prepared for management vacancies.
7. Where appropriate an outside education professional may be engaged to assist in the appointment process.
8. All permanent positions for the teaching of children will be advertised nationally. All non-teaching positions must be advertised at least locally.
9. No permanent appointment to the school as teacher will be made unless that teacher is registered, or provisionally registered.
10. All applications will be confidential to the members of the Appointments Committee for that particular position. All resulting recommendations to the Board with relevant reasons for appointment will be confidential to the Board.
11. All discussions of an Appointments Committee are confidential to them. No information about an applicant or about the process leading to the decision to appoint is to be discussed with any other person.
12. No person involved in making an appointment, whether a Board of Trustees member, the Principal, or a member of the Appointments Committee for that position, shall act as a referee for an applicant.
13. All members of any appointment panel must declare self-interest, knowledge of the applicant, relationship to the applicant, or other knowledge of value relating to the appointment.
14. The Principal shall, after consultation with all applicants, seek additional information about an applicant from a previous or present employer.
15. The Principal will notify all applicants of the outcome of their application as soon as possible after a decision on an appointment has been reached. All applicants will be notified and thanked for their application.
16. No person other than the Chairperson of the Board, or the Principal of the school may offer a position to an applicant or receive their acceptance.
17. An applicant shall not have been deemed to have been appointed to a position until they have accepted in writing the offer of the position.
18. All applicants for teaching positions will have a right to review of the appointment according to N.Z.E.I. Guidelines.
19. All new non-teaching/support staff are Police Vetted every three years.