

Appointment of Staff Policy

Rationale:

Employment of high quality staff is crucial to enable our high quality learning and teaching programmes to be delivered. The Maungaraki School Board of Trustees is an equal opportunities employer. Appointments will be made without prejudice to age, race, gender, marital status, dependants, ethical and moral beliefs and attitudes in accordance with the Human Rights Act. This policy has been devised to provide a clear framework within which appointments can be made, to ensure consistency in the appointments of staff and to meet its obligations as a good employer as defined in the State Sector Act.

The Principal shall:

- Ensure that school is staffed to fulfill the obligations set by the school's Charter
- Advertise vacancies in accordance with Ministry guidelines
- Ensure that the appointments process is fair, robust and meets the obligations of the relevant legislation
- Use the following guidelines.

An appointments committee will be delegated authority to conduct the appointments process on behalf of the Board.

The nature of the appointment will determine the committee personnel as follows.

Appointments Committee:

For appointment of Principal

The entire Board. At the discretion of the Chairperson, other personnel may be added in an advisory capacity only.

For appointment of Senior Staff

Principal, BOT Chairperson or his/her nominee and staff representative. Co-opted member for equity/expertise reasons if required at the discretion of the Principal.

For appointment of Scale A and Provisionally Registered Teachers

Principal, relevant senior staff member(s) and if deemed beneficial by the Principal, a member of the BoT.

For appointment of Clerical/Ancillary/Caretaking/Cleaning staff:

Principal and at least one other person.

Criteria for Appointment

- The most suitable candidate as defined for each position will be appointed
- The Appointments Committee reserves the right to re-advertise if no candidate is deemed suitable for the position
- Appropriate reference checks are carried out.

Ratification of Appointment

- The successful candidate will be notified, verbally and in writing
- Acceptance to be in writing by successful candidate
- All unsuccessful candidates are to be notified in writing
- Two forms of photo ID must be sighted, copied and kept on file.

Note: Police vetting are carried out according to procedures in the Administration and Management Manual.

Relieving Appointments

The Principal has the responsibility to make relieving appointments.

Approved: November 2017
Review Date: November 2020