

Appointment of Staff Policy

Maungaraki School is an equal opportunities employer. We appoint appropriately trained and qualified staff to all teaching and non-teaching positions, through a fair and sound appointments process which meets the legislative requirements of a good employer and the requirements of the Children's Act 2014.

The Principal shall:

- ensure the School is staffed to fulfill the obligations set by the School's Charter
- advertise vacancies in accordance with Ministry of Education guidelines
- ensure the appointments process is fair, robust and meets the obligations of relevant legislation, including Police vetting, safety and vaccination checking.

An Appointments Committee is formed to manage the appointments process and the type of appointment determines the committee membership:

- For appointment of the Principal
The entire Board. At the discretion of the Chairperson, other personnel may be added in an advisory capacity only.
- For appointment of Deputy, Associate or Assistant Principals
Principal, Chairperson or his/her nominee, and a member of the leadership team or staff representative. Co-opted member for equity/expertise reasons if required at the discretion of the Principal.
- For appointment of Teaching Staff
Principal and two others (Staff or Trustee).
- For appointment of Support Staff
Principal or delegate and at least one other (Staff or Trustee).

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 and other background checks are carried out.

Ratification of Appointment

- The successful candidate will be notified, verbally and in writing.
- Acceptance to be in writing by the successful candidate.
- All unsuccessful candidates are to be notified in writing.

Maungaraki School

- Two forms of ID with one being a photo must be sighted, copied and kept on file, as well as any other documents required, such as vaccination certificates.

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

Relieving Appointments

The Principal has the responsibility to make relieving appointments.

Resources:

- Ministry of Education: [Collective agreements – Education in New Zealand](#)

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