

Hauraki Primary School

Policy Document

Appointment of Staff

Rationale:

Following a carefully constructed and fair procedure of staff recruitment leads to quality appointments, that are critical for creating an optimum learning environment.

Purposes:

- To ensure the most suitable applicant is appointed.
- To ensure the School Charter is adhered to.
- To ensure all applicable legal requirements are adhered to.
- To comply with the principles of being a good employer.
- To comply with the terms of the current Collective Teacher' Contract.

Guidelines:

- 1) The most suitable applicant will be appointed for each position without exception.
- 2) In making appointments, consideration will be given to the overall mix of staff in the school and the desirability of maintaining a mix of different experiences, skills and levels of experience.
- 3) The Board of Trustees (BOT), as the legal employer of teaching and support staff, will appoint the Principal and other permanent staff. A staffing committee, whose membership will include a BOT member (usually a staff representative) and the Principal, will recommend appointments to the Board. The Principal has delegated authority to make appointments.
- 4) The BOT through the Principal or his/her nominee may offer a permanent position to an applicant. All offers of permanent positions must be made in consultation with the BOT.
- 5) The BOT will appoint sufficient teachers to maintain at all times the student/teacher ratio specified by the Ministry where possible and sufficient teaching and non-teaching staff to meet Charter objectives and requirements within the budget constraints.
- 6) Vacancies for permanent positions will be advertised nationally.
- 7) The confidentiality of all applications and information concerning applicants will be respected. Personal information of unsuccessful applicants (including referees' statements) will be destroyed or returned on request when the position is filled.
- 8) The name of the successful applicant will not be released until acceptance has been confirmed.
- 9) All applicants will be notified as soon as possible after a decision has been reached.
- 10) All non-teaching staff will be police vetted as part of the appointment process. The appropriate application forms will be completed by the Vet Requester and Vet Applicant and sent to the NZ Police Vetting.

Signed: 

BRENDON CLARK

Chairperson Board of Trustees

Date: 3 AUG 2017

Review Date Term 3, 2020

Related Policies: Equal Employment Opportunities