



STAFF RECRUITMENT AND APPOINTMENTS POLICY

Biblical Reference

Acts 6:3

Therefore brethren, seek out from among you seven men of good reputation, full of the Holy Spirit and wisdom, whom we may appoint over this business.

National Administration Guideline

NAG 3

Rationale

All appointments need to be made following the correct procedures to ensure all applicants have equal opportunity to employment and meet the Special Character requirements of the school.

Purpose

- To ensure E.E.O procedures are followed.
- To ensure relevant awards and Acts are followed.
- To ensure the procedures below are followed correctly.

Procedures

- Advertisements for positions will be placed in the Education Gazette, Eduvac or local newspapers (using E.E.O Guidelines Page 20) depending on the position to be filled.
- All applicants will receive a job description, criteria for appointment, school philosophy, mission statement and a description of the school and its community.
- All applicants for teaching positions will provide a job application, Curriculum Vitae and nominations of up to three referees. Applications to provide work history reports and names of recent previous employers. Qualified teachers are to be registered with a current practising certificate where applicable.
- Guidelines from relevant awards, Education Act, Policies and E.E.O guidelines to be followed.
- All applicants to receive acknowledgement of their application. No late applications will be accepted.

The Appointments Committee will be as follows:

Principal	Whole board with an advisor
D.P and A.P	Principal, 2 B.O.T members and a member from the senior management team
Scale A	Leadership team and 1 BOT member
Relieving Staff	Leadership team
Discretionary Staff	Leadership team



- In all cases it shall exclude the incumbent and immediate family.
- The Appointments Committee will select the best applicants on the basis of the appointment criteria. If there is need for interview, short listed candidates will be notified at least 3 days before the interview.
- All applicants to be asked the same questions relevant to the position and, if necessary, any queries the Appointments Committee may have for a specific applicant arising from their application or referees statements.
- Appointments Committee to make the appointment.
- All appointees to sign a Statement of Faith and Code of Ethics.

Assessment and review

This policy will be assessed and reviewed as part of the Board’s review cycle.

Ratified by Board

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Signed for Board

Date

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Reviewed

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Signed by Board

Date

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