

APPOINTMENTS POLICY

Other relevant Policies:

Delegated Authorities Policy

Equal Employment Opportunities (EEO) Policy

Police Vetting Policy

Rationale:


The purpose of this policy is to provide information and guidance to ensure a robust and fair process is followed with the appointment of all staff.

1. The best applicant for the job will be appointed, taking EEO principles into account.
2. Appointments of all staff other than the Principal and Senior Leadership Team are delegated to the Principal.
3. The appointment process is:
 - i) Vacancies will be advertised as appropriate.
 - ii) A job description will be provided (and a person specification where appropriate).
 - iii) Applications must be in writing or by electronic means and will not normally be accepted after the stated closing date.
 - iv) An Appointment Panel will be formed.
 - v) The Appointment Panel will form a short list.
 - vi) Interviews will be held for positions as appropriate.
 - vii) No appointments will be made until after applications have closed.
 - viii) Where there is no suitable applicant no appointment will be made. The school reserves the right to re-advertise or review the nature of the position.

- ix) All successful applicants (teachers and non-teachers) will be required to provide a satisfactory police vet. (Currently teachers are police vetted through the Teaching Council.)
- x) The successful applicant will be informed in writing of the job offer. On receipt of written acceptance of appointment, and subject to any conditions being met (such as a satisfactory police vet, teacher certification, and satisfactory immigration status), that person shall be deemed to be appointed.
- xi) All unsuccessful candidates will be notified. Letters and application forms may be kept by the school.

Approved: 27 June 2022

Signed: 
Dr Adrian Paterson
BOT Chair

Signed: 
Kathy Paterson
Principal