

Wakari School Board of Trustees
STAFF APPOINTMENTS POLICY
16 August 1995

PURPOSE

To follow appointment procedures that meet Equal Employment Opportunities requirements and the State Sector Act provision that the person most suited to the position is appointed.

OBJECTIVES

- 1 A Person Specification and Job Description are prepared which establish the criteria for appointment to any vacant position.
- 2 A timetable is drawn up for working through any appointment process.
- 3 The vacant position is advertised in the Education Gazette and/or the Otago Daily Times as appropriate.
- 4 A Job Information pack is prepared for each advertised vacancy. The pack includes an Application form, Job description(s), Person specification, School Charter, Current staffing profile, Proposed appointments timetable.
- 5 Receipt of all applications is acknowledged.
- 6 The Appointments Committee exercises right to make such confidential enquiries as to the suitability of each applicant as it sees fit, in accordance with the Privacy Act provisions.
- 7 Applicants are short-listed against the appointment criteria. Confidential referees reports may be requested for these applicants. Interviews are held at the Sub-Committee's discretion. The preferred applicant is determined by consensus or majority decision.
- 8 The preferred applicant is recommended to the Board of Trustees for approval, by the Sub-Committee.
- 9 The convenor advises the successful applicant as soon as possible after the Board has reached its decision.
- 10 The successful applicant is given five working days, following verbal notification, to indicate in writing their acceptance or non-acceptance. Written confirmation of the appointment is then forwarded to the appointee on receipt of this advice.
- 11 In the case of non-acceptance, the convenor immediately notifies the next ranked applicant on the list.

- 12 All unsuccessful applicants are advised in writing of non-appointment, as soon as possible.
- 13 In the case of non-suitability of all applicants, the position is re-advertised.
- 14 The community is advised as soon as possible of the Board's decision.
- 15 Upon an appointment being made, the convenor is responsible for collecting and returning or destroying all information from applicants and referees, and any other confidential material that the Appointments Sub-Committee deems necessary.

EFFECTIVENESS REVIEW

- 1 This policy will be reviewed annually by the board in accordance with its self-review guidelines and timetable.
- 2 The board will make its review report available to parents and staff.

SignedChairperson.....Principal

..... Date

Policy review report 13th November 1997
 Policy reconfirmed December 1997
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