



STAFF APPOINTMENTS & RECRUITMENT GUIDELINES

RATIONALE

To ensure the most suitable applicants are appointed to fill vacancies in our school.

PURPOSE

To appoint applicants to positions according to identified criteria and identified school needs.
To fill positions fairly, following consistent guidelines.

GUIDELINES

When a vacancy exists, the Principal will action the following:

1. Prepare an appointment package and person specification / job description if considered necessary. (CV should include a chronological summary of previous 5 year's work history).
2. Advertise the position and timeframe. Full-time teaching positions of one year and permanent positions will be advertised in the Education Gazette. Other positions will be advertised in the local paper and school newsletter.
3. Form an appointments committee (see over for type of position).
4. Engage an outside consultant to assist in the appointment process if considered necessary.
5. The Principal will deal with the administration involved in the appointments process except where the Principal's position is to be filled. This job will then be coordinated by the Presiding Member or a consultant employed by the Board.
6. The Appointments Committee will formulate a shortlist of applicants from CVs and supporting material received.
7. The Principal will complete the New Employee / Risk Assessment Checklist (attached) to ensure all proper checks are undertaken before, during and after the interview process.
8. The applicants to be interviewed will be contacted by phone by the Principal and provided with information to assist in the process, eg. when, where, who.
9. Conduct interviews and complete all reference and background checks. Reference checking may be carried out before interviews.
9. Individuals attending interviews will be required to show originals or certified copies (certified copies must be stamped or endorsed as true copies of the originals by a person authorised by law to take statutory declarations in NZ.) of any qualifications, teacher registration certificate, and evidence of right to work in NZ that are essential for the position they are applying for.

10. The Appointments Committee meet to make an appointment.
11. Successful applicants will have four working days in which to confirm their acceptance in writing. Confirmation of the appointment will take place at the next Board meeting.
12. The Principal will notify unsuccessful interviewed candidates by phone. Then notify all other unsuccessful applicants by email.
13. All CVs and supporting material will be returned to applicants after the appointment has been confirmed.
14. All discussions of the Appointments Committee must remain absolutely confidential.
13. As per new Government safety checking regulations made under the Children's Act 2014 (formerly Vulnerable Children Act 2014), all paid employees and contractors who work with children in state-funded organisations will require a police vet to be completed.
14. All positions, other than those for registered teachers, will be safety checked by the Principal.

APPOINTMENT COMMITTEES

Examples of appointment committees could be:

Principal	Full Board, DP and consultant (if required)
DP / AP	Principal, DP or AP and Board Presiding Member
Team Leader	Principal, DP or AP and Board Presiding Member
Scale A	Principal, DP or AP
Support Staff	Principal and DP or AP
Caretaker	Principal and Property Representative on Board

Reviewed: September 2022

Next Review: September 2025

NEW EMPLOYEE / RISK ASSESSMENT CHECKLIST

Applicant's name _____

Date _____

Applicant's MOE # _____

1	<p>Has the applicant's identity been checked using a primary and secondary identity document? <input type="checkbox"/></p> <p>a) Primary identity document <i>e.g. a passport or full birth certificate (see Notes for further options)</i></p> <p>b) Secondary identity document <i>e.g. driver's licence, IRD number, or recent utility bill.</i></p> <p>OR</p> <p>Has the applicant's identity been checked electronically? e.g. RealMe <input type="checkbox"/></p>
2	<p>Has the applicant been interviewed? <input type="checkbox"/></p>
3	<p>Has the applicant's work history for the last five years been reviewed? <input type="checkbox"/></p>
4	<p>Has at least one independent referee been interviewed during the appointment process? <input type="checkbox"/></p>
5	<p>Have the applicant's professional credentials been confirmed? <input type="checkbox"/></p> <p><i>e.g. practising certificate or Teaching Council authorisation letter</i></p> <p>Registrationno. _____ Cert expiry date: _____</p>
6	<p>Has a police vet been obtained? <input type="checkbox"/></p> <p>Note: Teachers are police vetted through the certification process. Confirm their EDUCANZ registration.</p>
7	<p>If the applicant is not a New Zealand citizen, has their visa status been checked? <input type="checkbox"/></p> <p>Note: The EDUCANZ registration process is different to immigration status.</p>

Risk assessment completed by Principal

I have carefully considered all the information listed and am satisfied that this person does not pose a risk to any child if employed or engaged.

Principal (signature) _____

Date _____