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ST MICHAEL'S CHURCH SCHOOL BOARD

Employment Policy

RATIONALE:

- St. Michael's Church School is a Christian School in the Anglican tradition reflecting the intentions of the St. Michael's Church School Statute.
- The objective of this policy is to ensure that St. Michael's Church School employs the most suitable people in all its positions.

PURPOSES:

- The employment of staff is a contractual process covered by a number of Acts of Parliament, as well as a large body of case law. The school will ensure it complies with all aspects of employment law in the pre-employment stage as well as in relation to its current employees.

GUIDELINES:

- The employment of the Principal is undertaken by the Board.
- The employment of teaching and ancillary staff is the responsibility of the Principal.
- To create a position or fill an existing position the need must be ratified by the Board following a written presentation by the Principal of a case to support the need.
- The Board Chair will bring the request to recruit to the Board for ratification and subsequently confirm in writing approval to recruit. Ratification will not normally be withheld.
- All teaching staff, School Secretary and Bursar vacancies longer than one school term shall be advertised, so as to provide a reasonable opportunity for the school to employ the most suitable person for the vacant position.
- Ancillary vacancies may not always need to be advertised where a position has been approved by the Board Executive.
- When employing teaching staff the Principal shall consult with the Board Executive prior to the commencement of the employment process, to determine the need and the scope of the proposed appointment.
- Contracts pertinent to the position for any new staff shall be reviewed, unless such a review has been conducted in the last 12 months.
- The Principal shall manage the advertising and selection process utilising appropriate staff or Board Members to assist in the selection process.
- If an ordained Anglican clergy person applies for a position the Bishop shall be informed before any interview process occurs.
- If a relative (either direct or indirect/in law) of an existing staff member or Board member applies for a position, the Principal shall notify the Board Executive before the application proceeds.
- If a former employee applies for a vacant position, the Principal shall notify the Board Executive before the application proceeds.
- Suitability will be determined by:
 - Qualifications relevant to the position
 - Experience and competencies relevant to the position
 - Required remuneration for the position

- Compatibility with the special character of the school
 - Satisfactory report from the Teacher Registration Board or the Police vetting procedure.
- Before making any offers of employment the Principal shall seek ratification of the decision from the Board in relation to the proposed candidate and other candidates. This can occur by electronic communication with Board Members.

CONCLUSION:

The employment process shall be fair and lawful and obtain the best possible people for all positions.

Refer: 3.2 Procedures for Employment of School Staff

Policy reviewed by Board and Staff . Ratified 19 September 2013. For review in or before 2017