



**A. FOR EMPLOYMENT OF ALL STAFF**

**1) Job Description**

- A job description for each member of staff shall be written.
- Each job description shall be reviewed annually at the time of staff performance review.
- The review shall be undertaken by the Principal, or an appropriate delegate, and the staff member in that position.
- Prior to commencing advertising a vacant position, the Principal shall review the job description for the vacant position and Person Specification.

**2) Employee Application Form**

- A standard application form shall be used for all positions. It shall be in two forms – one for teaching positions and one for non-teaching position.
- The application form will be reviewed periodically to ensure it complies with current employment law.
- The application will only seek information relevant to the positions it is intended for.
- Applicants will be advised of the special character of St. Michael's Church School.
- The application will not seek information or ask any questions which could be construed to discriminate against applicants in an illegal manner.
- All application forms will include consent from the applicants to seek information in relation to ascertaining the suitability of the applicant for the position.
- Separate consent will be included in the application to undertake Police and/or Teacher Registration Board vetting/checking.

**3) Employment Contract**

- A written Contract covering the key conditions of employment shall be held by the Principal for each employee.
- The Principal's employment Contract and a copy of **all** other Contracts shall be held by the Chair of the Board.

**4) Interview Process**

- For all teaching vacancies this process will require a recruitment panel to administer the employment process.
- This panel will be chaired by the Principal and will include the relevant head of section. It may include a member of the school board. Inclusion of the Deputy Principal, whilst not mandatory, is recommended wherever practical.
- The Principal will ensure that the panel will suitably prepare themselves for interviewing. To do this they will:
  - Refresh themselves with the documented policy objectives.
  - Review the Job Description and Person Specification and consider any amendments that may be necessary.
  - Confirm the application process to be used. This will always include an application form, reference / referee reports, police checks and a panel interview process. It may also include other determinants of suitability such as psychometric testing.
  - Manage, on behalf of the Board, the expenditure associated with the employment process. This will include advertising costs, external testing and support costs and may include reasonable travel expenses that may apply for the successful candidate.
  - Ensure the most suitable applicant is chosen.

- Once the interviewing panel has chosen a candidate the Principal will seek ratification of the appointment by the Board prior to an offer of employment being made. This gives collective responsibility to the Board for the decision made by the recruitment panel.

#### **5) Employment Offer**

- If the preferred applicant is not a communicant member of the Anglican Church of Aotearoa New Zealand/ Polynesia the vicar of the parish will be consulted before an offer is made.
- All offers of employment must be made in writing by the Principal.
- Attached to the offer must be the necessary documentation setting out the employment Contract and other information required by law.
- The Principal shall ensure all new employees have signed an employment Contract before the employee commences work.

#### **6) Unsuccessful Candidates**

- All applicants will have their application acknowledged in writing/by email as soon as practicable
- The application form shall explicitly state that copies of CVs and other supporting material will not be returned unless the applicant expressly requests.
- After a short list has been set, other applicants unsuccessful to this stage will be informed by the Principal.
- After an appointment has been made the unsuccessful applicants from the short list will be informed by the Principal.
- Any inquiries from unsuccessful candidates shall be handled only by the Principal.

#### **7) Referees**

- For short listed candidates, (and where deemed necessary for other candidates,) at least two referees provided by the applicants shall be contacted.
- Full notes of the conversations with the referees shall be retained.

#### **8) Pre-employment Medical Conditions**

- The school requires the health section on the application form to be completed.
- A medical certificate may be requested.

### **B. PROCEDURES FOR EMPLOYMENT OF THE PRINCIPAL**

- 1) The Board Chair will call a meeting of the School Board to confirm the need to appoint a Principal.
- 2) The Board will select a recruitment panel to manage the employment process. This panel will be made up of the Chair plus at least two other Board Members and the Vicar of the Parish of St. Michael and All Angels. Current Board members who are teachers at the school will be excluded from this panel.
- 3) In consultation with senior school teaching staff, a Person Specification for the skills and characteristics of the Principal will be drawn up to assist the appointment process. This document will identify the particular qualities the best candidate would display to meet the needs identified in the Job Description and documented as other requirements that reflect the special character of the school. The Principal shall also be a New Zealand Registered teacher.
- 4) An employment checklist will be prepared as a useful tool to assist those responsible with completing the employment process.
- 5) The recruitment panel will
  - Refresh themselves with the documented policy objectives.
  - Review the Job Description and Person Specification and consider any amendments that may be necessary.

- Confirm the application process to be used. This will always include an application form, reference / referee reports, Teacher Registration Board checks and a panel interview process. It may also include other determinants of suitability such as psychometric testing.
  - Manage, on behalf of the Board, the expenditure associated with the employment process. This will include advertising costs, external testing, interview costs and support costs [including recruitment agencies if deemed appropriate] and any relocation costs that may apply for the successful candidate.
  - Seek such external advice as it deems necessary to support the completion of the employment process professionally.
  - Ensure that the most suitable applicant is chosen.
- 6) Once the interviewing panel has chosen a candidate the Chair will seek ratification of the appointment by the Board prior to an offer of employment being made. This gives collective responsibility to the Board for the decision made by the recruitment panel.

### **C. PROCEDURES FOR EMPLOYMENT OF ANCILLIARY STAFF**

- 1) For ancillary positions a recruitment panel is not necessary, but the protocols established for the panel will apply to the Principal equally in these appointments. (See the criteria above For Employment Of All Staff)
- 2) In the case of ancillary staff the Chair will ratify on behalf of the Board.

Refer: 3.1 Employment Policy

Policy reviewed by Board and Staff Aug/Sept 2013: Ratified November 2013. For Review in or before 2017