



St. Joseph's Catholic School, Grey Lynn

Established 1884

POLICY: APPOINTMENTS POLICY FOR SUPPORT AND AFTER SCHOOL CARE STAFF (ASC)

“Never see a need without doing something about it”. Julian Tension Woods

RATIONALE:

St Joseph's School is committed to providing the best education and will endeavour to employ quality teaching staff who uphold the Gospel values of our school. The Board of Trustees is the legal employer. It aims to be a good employer, employing the most suitable applicant for all positions. In doing this it will follow relevant regulations and procedures to ensure that equal employment opportunities are met. Our Board of Trustees is responsible for taking reasonable measures to protect students from harm (NAG 5) and to ensure that all employees maintain a proper standard of integrity and conduct (State Sector Act S77A).

Legislative Reference:

- 2000 National Administration Guidelines No.3
- Employment Relations Act 2000
- Public Service Act 2020
- Children Act 2014
- Health & Safety at Work Act 2015
- Support Staff in Schools' Collective Agreement
- School Caretakers' and Cleaners' Collective Agreement
- Human Rights Act 1993
- Privacy Act 2020
- Protected Disclosures Act
- Treaty of Waitangi
- Equal Employment Opportunities

MAKING AN APPOINTMENT

1. All employees to adhere to the Special Character of St Joseph's School.
2. The Principal and DP has delegated authority from the Board of Trustees to appoint support staff and after school care staff.
3. To appoint the best applicant in terms of their ability to carry out the job as specified.
4. To provide equal access to job opportunities within the school.

In making an appointment, the committee considers:

- Who is the best person for the position according to all criteria
- EEO Principles
- The candidate's **eligibility for appointment**

The appointment committee or delegated person completes the **referee and background checks**.

The appointment committee selects a candidate and seeks board approval, if required for the position. No candidate is appointed without being **interviewed**.



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PROCESS

1. All interviews will be held as soon as possible with the intention that the interviewing personnel remain the same for each interview.
2. No person involved in making an appointment, the Principal or a member of the Personnel Committee, shall act as a referee for an applicant.
3. The Principal will notify all applicants as soon as possible after a decision on appointment has been reached. Unsuccessful applicants will be advised of their non-appointment and right of review.
4. If an unsuccessful applicant requests, in writing, a formal review, this review will be carried out by a person or persons not involved in the initial appointment.
5. The successful applicant must notify the Principal or DP within two working days of their acceptance or non-acceptance. Written confirmation of the appointment will then be forwarded to the Appointee on this advice.
6. In the case of non- suitability of all applicants, the position will be re-advertised.
7. Final approval of support staff or ASC staff (great than 6 weeks) appointments rests with the Board of Trustees.
8. Resignation – Employees intending to resign are requested to give the Principal or DP two calendar month's notice.
9. All short term staff will be appointed by the Principal in conjunction with DP.
10. All Support Staffs including After School Care staff shall have a current Police Vet, before starting in their positions. This check shall be done annually and recorded on a personnel chart with review or renewal dates.
11. The school will provide adequate induction training and professional development for staff of ASC; who are delivering the OSCAR services.
12. A file for both ASC staff will be established and kept up to date. It will include records of recruitment process, application, induction, individual employment contract and police vetting results.

<u>OCTOBER Review (Even Year)</u>			
COMMENTS (select from): Approved / Ratified / to be amended / to be rewritten			
Year	Comment	Action	Signed
2021			
2022			
2023			
2024			
2025			

This policy will be reviewed according to the Board's Effectiveness Review Programme

Chairperson

Date