

# MAHANA SCHOOL PROCEDURE

## STAFF APPOINTMENTS

Employees are one of the school's most valuable resources. The appointment of the most suitable applicant to fill any staff vacancy will enhance the teaching and learning environment of Mahana School.

- The person best suited for the position will be the successful candidate.
- The school's appointment procedures are consistent with current Act of Parliament, the Current employment contracts, the school's Charter goals and objectives, and the school's equal employment opportunity policy.
- The school attracts as wide a range of applicants as possible.
- The rights of all applicants are met.
- The applicants, the Mahana community, and the school staff recognise the professionalism evident throughout the appointment process.

### IMPLEMENTATION

- Vacant staff positions will be advertised as widely as possible (Education Gazette, Newspaper, Online)
- Selection criteria, based on the Person Specification, should be weighted to reflect the needs of the school as identified in the Job description.
- The Appointments will be made by the following people:
  - Principal's position - Chairperson, plus two BOT members.
  - Teaching position - Principal, plus BOT member / s.
  - Support Staff - Principal
  - Relieving Teachers - Principal
- The Appointers may seek the assistance of an independent professional when making a Principal appointment. (Another Principal, Professional Consultant)
- The details of procedures to be followed are clearly stated in the following publications: -  
"Employment for Education" State Services Commission  
"Guidelines; Appointments" NZEI
- Interviews will be conducted with sensitivity.
- If they so desire, applicants may have whānau / family or support people in attendance.
- The most suitable person for the position will be selected after the skills, qualifications, abilities and aptitudes of each applicant have been measured against the job description and person specifications.
- Appointers have the power to make the final decision on any staff appointments. This will be ratified at a full BOT meeting. The successful candidate must be notified within 5 days and all other applicants informed as soon as possible.

- The right of applicants to have their applications treated in confidence will be respected at all times.
- This policy is to be reviewed every 3 years.

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