



Staff Recruitment Policy

Overview:

This policy aims to provide efficient, effective, equitable and accountable recruitment processes.

Rationale:

All employment decisions, with the exception of the School Chair, which is a School Council responsibility, are the responsibility of the School Executive.

So that consistency and fairness can be achieved in the recruitment of new staff, the procedural steps in this policy should be followed.

When recruiting teaching and support staff, the aim is to employ the best candidate from the field of applicants with appropriate skills and experience to enhance the provision of education for the students at Tarremah Steiner School.

Policy Procedures:

The recruitment procedures include the following steps:

1. The Education Administrator and the Business Manager, in consultation with the appropriate Faculty, creates or updates a draft Position Description, which includes, amongst other things, a Role Description, Statement of Duties and Selection Criteria.
2. A financial impact assessment of the Position Description is made by the Business Manager
3. The Position Description is approved by the School Executive.
4. School Council shall be informed of the recruitment through the School Chair's report to Council
5. A selection panel is established by the School Executive. The panel will normally consist of three members for teaching positions and two members for non-teaching positions. The best qualified members of the School Executive or College will be appointed by the School Executive as the three members of the selection panel.
6. All positions greater than 0.2FTE and/or for more than one school term, in general will be advertised to attract the highest quality field possible for a particular vacancy. Advertising will generally include the School website, SEA website, local or national newspapers, or recruitment web sites such as Seek. The forums for advertising any given position will be determined by the School Executive.
7. The receipt of all applications is acknowledged in writing by the Office.

8. Applicants are short listed by the Selection Panel according to their strength of claim against the selection criteria. Positions may be re-advertised if the field is not considered strong enough with regard to the selection criteria.
9. Short listed applicants are interviewed by the Selection Panel. The preferred candidate is selected and reference checked.
10. A report is prepared for the School Executive with a recommendation. The School Executive approves the recommendation.
11. The successful applicant is notified by a nominated member of the Selection Panel. The Business Manager will prepare a Contract of Employment and a Letter of Offer in accordance with the provisions of the Modern Award.
12. If the Letter of Offer is accepted, the signed contract is filed in Human Resources.
13. If the Letter of Offer is declined, the panel reconvenes to reconsider the other candidates or to re-advertise the position.
14. Unsuccessful short-listed applicants are notified by phone by a member of the Selection Panel. Other unsuccessful applicants are notified in writing.
15. An induction program is prepared for the new staff member by the Education Administrator or Business Manager in consultation with the School Executive as appropriate.

Recruitment Action Checklist

1. Position Description is developed
2. Financial viability of the position established.
3. School Executive gives approval
4. School Council is informed
5. Selection panel established
6. Position advertised
7. Applications acknowledged
8. Applicants short listed (readvertised if no suitable candidate)
9. Short listed applicants interviewed
10. Referees checked
11. Report prepared for School Executive
12. School Executive approval

- 13. Successful applicant notified
- 14. Unsuccessful applicants notified
- 15. Successful applicant accepts position
- 16. Contract signed
- 17. Induction conducted

Policy Title	Staff Recruitment Policy
Policies to be read in accordance with the above Policy	Equal Employment Opportunity Policy
Reference/Legislation	
Approval Authority	School Executive – 16 August 2017
Council meeting reference	14 November 2017
Review Status	2 years
Information & Contact	School Chair, Business Manager