

Golden Bay High School

Appointments Policy

Other Relevant Policies: *Delegated Authorities Policy*
 Equal Employment Opportunities Policy
 Police Vetting Policy

1. The best applicant for the job will be appointed, taking Equal Employment Opportunity (EEO) principles into account.
2. Appointments of all staff other than the Principal and Senior Leadership Team are delegated to the Principal.
3. The appointment process is:
 - a. Vacancies will be advertised as appropriate.
 - b. A job description will be provided (and a person specification where appropriate).
 - c. Applications must be in writing and will not normally be accepted after the stated closing date.
 - d. An Appointment Committee will be formed.
 - e. The Appointment Committee will form a short list.
 - f. Interviews will be held for positions as appropriate.
 - g. No appointments will be made until after the stated closing date.
 - h. Where there is no suitable applicant no appointment will be made. The school reserves the right to re-advertise or review the nature of the position.
 - i. All successful applicants new to Golden Bay High School (teachers and non teachers) will be required to provide a satisfactory police vet.
 - j. The successful applicant will be informed in writing of the job offer. On receipt of written acceptance of appointment, and subject to any conditions being met (such as a satisfactory police vet, teacher certification and satisfactory immigration status) that person shall be deemed to be appointed.
 - k. All unsuccessful candidates will be notified. Letters and application forms may be kept by the school.