

POLICY ON APPOINTMENTS

POLICY STATEMENT

Napier Girls' High School is committed to the selection and appointment of teaching and non-teaching staff who are appropriately trained and qualified to meet the requirements of the positions to which they are appointed.

PURPOSE

- a To ensure that the best person is appointed to the position.
- b To ensure that Equal Employment Opportunities implications are considered at each appointment.

GUIDELINES

- 1. Each appointment in the school will have a job description and person specification
- 2. An appointment does not necessarily need to be made, and the position may be re-advertised.
- 3. The Principal shall appoint teaching and non-teaching staff, but has the power to delegate when considered appropriate. An Appointments Committee may be invoked by the Principal for any other appointment for which it is deemed necessary.
- 4. Where appropriate, and at the Principal's discretion, staff input shall be requested for all appointments.
- 5. The whole Board is involved in the appointments of Principal, Deputy Principal and Assistant Principal.
- 6. A subcommittee may be invoked by the Principal for appointments of Management Unit Positions.
- 7. An Appointments Committee shall be comprised of the Chairman and any other Board Member as may be nominated by the Principal.
- 8. Appointments by the Board shall be confirmed either as minutes of the meeting held to appoint, or may be confirmed in the minutes of the next monthly Board Meeting.
- 9. Appointments Committee decisions shall be reported to the Board at the next monthly meeting.

Adopted 2 May 2000
Reviewed October 2007