

APPOINTMENT OF STAFF

**NAG 3
NO. 309**

Purpose

St Heliers School is committed to appointing the best person to all teaching and non-teaching vacancies in the school. A fair, reasonable and consistent process will be applied to all appointments, with due regard to aims and objectives of the School Charter.

Guidelines

1. In matters of appointment when the Board has involvement, the Human Resources Committee is the Appointments Committee.
2. Procedure for appointing the Principal will involve consultation and involvement of the full Board.
3. The Appointments Committee will be involved in the appointment of all senior staff positions.
4. The Board delegates to the Principal appointments of all other teaching staff positions and appointments of support staff. However, the Board reserves the right to final ratification.
5. All appointments of teaching staff must be formally approved by the Board either at the meeting or by correspondence.
6. Person specification and job description will be prepared for each vacancy.
7. Appropriate consultation with staff will be carried out as part of the appointment process.
8. When necessary an outside education professional may be engaged to assist in the appointment process.
9. The Board will respect the confidentiality of every application.