

# 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 and consistent process will be applied to all appointments, with due regard to aims and objectives of the School Charter, and to relevant legislation.

## **Guidelines**

1. In matters of appointment when the Board has involvement, the Human Resources Committee is the Appointments Committee.
2. The Appointments Committee will be involved in the appointment of all senior leadership positions.
3. 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.
4. All appointments of teaching staff must be formally approved by the Board either at the meeting or by correspondence.
5. Procedure for appointing the Principal will involve consultation and involvement of the full Board.
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.
10. The Board is an Equal Employment Opportunity employer.