
RECRUITMENT AND APPOINTMENT POLICY

1 Rationale

- 1.1 The quality of the learning and teaching programmes is a direct reflection of the quality of staff appointed.

2 Purpose

- 2.1 To ensure the best suitably qualified people are employed as staff to meet the school's needs.
- 2.2 To ensure appointment processes are fair and confidential.
- 2.3 To ensure appointment provisions of the relevant employment agreements are complied with.

3 Guidelines

3.1. Appointment of Principal

1. The appointment of the Principal is the responsibility of the Board of Trustees
2. The Board delegates executive responsibility to the Chairperson
3. The Appointment Committee will be established by the Board of Trustees and will normally, but not necessarily, consist of:
 - a) the Board Chairperson, and
 - b) up to three members of the Board, and
 - c) one person co-opted for his/her professional expertise.
4. The Appointment Committee may, besides the members listed above, include others when considered necessary for either professional or equity reasons.

3.2. Authority to Make Appointments

1. The Principal has delegated authority to make all appointments to permanent teaching positions, office, grounds, specialist and support staff positions, and to relieving positions.
2. All appointments made by the Principal, other than short term relieving appointments, shall be reported to the Board at the board meeting following the appointment.

3.3. The Appointments Committee

1. An appointments committee may be established by the Principal or Board of Trustees as appropriate to the particular appointment.
2. The committee will choose a convenor who will lead in the appointment process.

3.4. Advertising Vacancies

1. Advertisements for permanent teaching positions will be advertised nationally in the Education Gazette and, if deemed necessary, in the local media.
2. Advertisements for fixed term and relieving positions will be advertised as the Principal sees fit.
3. The Principal may make appointments to short term relieving positions without advertisement.
4. The Principal may make specialist / therapy appointments without advertisement.

3.5 Preparation for Advertising the Vacancy

1. The job description for the position will be reviewed with appropriate consultation.
2. A person specification will be drawn up with appropriate consultation.
3. A timeline for the appointment process will be drawn up.
4. Wording for the advertisement will be agreed to, and the advertisement placed.
5. Additional advertising will be arranged if considered appropriate.
6. An information package will be prepared when appropriate and may include:
 - An introductory letter describing the school, the school community and the locality, and giving the timeline for the appointment process.
 - A job description.
 - An application form.
 - If appropriate, forms for completion by referees.
 - If appropriate, information about expenses for attending interviews, and relocation expenses.

3.6 Information for Applicants

1. Information packs will be sent within two working day of receipt of a request. A record will be kept of requests for information packs.
2. All applicants will be required to complete the appropriate application form. The application form will make provision for:
 - A declaration relating to criminal convictions, charges pending, or charges in process.
 - Authority to obtain information relating to the application from previous employers, referees, and others mentioned in the application material presented by the applicant.
 - Equal Employment Opportunities data.
 - Confirmation that the information provided is true and correct.

3.7 Processing Applications and Short Listing

1. All applications will be dated on receipt, acknowledged in writing (or via email) and a log of applications received kept.
2. All applications and other records relating to the appointment process will be kept secure, and the highest levels of confidentiality will be maintained.
3. Appointment committee members must formally declare their previous knowledge of any applicant. Where the closeness of a relationship could impair the fairness of the appointment process a committee member must stand down.
4. Each committee member will read all applications and supporting documents.
5. The convenor will arrange for referees to be contacted for written or verbal information. One member may contact all referees, or the task may be shared. In general referees should all be asked the same or similar questions.
6. The committee will shortlist applicants based on the extent to which applicants meet the requirements of the person specification. There should be some objective procedure such as scoring against a set of agreed criteria. The scoring should guide but not control decision-making.

3.8. Interviewing and Selecting

1. The committee will arrange to interview the most suitable candidates.
2. The committee will ensure that every effort is made to accommodate any special needs of applicants such as access and provision for support persons.
3. An agreed set of questions for candidates will be prepared. These can be supplemented by additional questions during the interview.
4. The committee should adopt some systematic and objective process to rate applicants and a guide to selection of the most suitable applicant.
5. Applicants should be told when they can expect to hear of the decision.
6. If necessary the committee can seek additional information from applicants and or referees after the interviews, and prior to making its recommendations.
7. The most suitable candidate for the position will be selected after the skills, qualifications, abilities, and aptitudes of each applicant have been measured against the job description and specifications.
8. The committee should identify the most suitable candidate, and rank at least the next three candidates in order of preference.

3.9. Reporting to the Board

1. A report will be made to the Board at the meeting following appointment which:
 - Briefly summarises the procedures followed by the committee.
 - Reports on the numbers of applicants, the number short listed, and the EEO data.
2. In the case of employees whose contracts provide for a range of rates for the position being filled, the appointments committee will recommend the starting salary in keeping

with the provisions of the relevant employment contract.

3. Where the offer of a position involves relocation or other expenses, the committee should recommend appropriate reimbursements for Board approval.
4. The Board will consider the report and satisfy itself that procedures have been followed and that the process has been fair. The Board will confirm the committee's decision.

3.10. Offer of Appointment

1. Once the decision is made, the successful applicant will be offered the position in writing and include:
 2. The salary or salary range for the position, including the starting salary and any other information required by the Employment Agreement relating to the position.
 3. The date at which the appointment is to be taken up.
 4. Any assistance the Board has agreed towards relocation expenses.

3.11. Unsuccessful Applicants

1. Unsuccessful applicants will be advised in writing for professional staff and via phone for support staff positions.
2. CVs will be returned if requested

3.12. Confidentiality

1. All information relating to individual applicants will be treated in strict confidence. To this end:
 2. The Principal will ensure that all information relating to applications for appointment is protected from access by unauthorised persons.
 3. Documents used during the appointment process will be kept secure, and destroyed or securely filed when the process is complete.

3.13 Police Vetting

All legislative guidelines as part of the Vulnerable Children Act 2014 pertaining to Police Vetting are carried out as part the employment processes.

4 Conclusion

All school appointments will follow a transparent equitable process.

CHAIRPERSON.....*A. Bidais*..... PRINCIPAL.....*A. Neil*.....
DATE.....*30/03/2017*.....