

Policy Title: Appointments Policy

Classification: Human Resources

Monitored by: HR Manager

Approved by: GM Operations

Effective Date: July 2022

Review Date: July 2024

Objective: To ensure there is a transparent, consistent and fair recruitment and selection system in place, which provides reassurance and clarity to all candidates.

Commitment: HCK is committed to following a fair and equitable appointments process, which enables us to appoint the most suitable candidate. We will ensure this process meets all our legislative obligations.

Related Documents

- Public Service Act 2020
- Employment Relations Act 2000
- Human Rights Act 1993
- Children's Act 2014
- Education Act 1989
- Equal Employment Opportunities Policy

Policy Details:

1. When appointing a person to an available position, the following practices will be followed:

Appointment Team The Appointment Team will consist of the available position's immediate manager, and at least one other person. This could be the HR Manager, or another level of management.

Administration Administration and coordination of the appointment processes will be completed by the HR Manager.

Advertisements All vacancies will be advertised on our website, with all teaching vacancies also advertised in the Education Gazette. In some cases, vacancies will also be advertised through other mediums.

Conflict of Interest If a situation arises where a conflict of interest is noted or declared by a member of the Appointment Team, that member will withdraw from the appointment, and the team will appoint a replacement.

Safety Checking The HR Manager will conduct the following safety checks before completing a risk assessment to determine whether the candidate presents a Low/Medium/High risk:

- Verification of identity (including previous identities)
- Information about work history
- An interview
- Referee check
- Information from any relevant professional organisation/registration body

- A New Zealand police vet – not required for staff with current Practicing Certificates from Teaching Council NZ

Police Vetting All individuals who will be working in our kindergartens during a time when children may be present, will be subject to a Police Vetting process. This will be in line with current procedures of the Teachers Council, Education Act 1989 and Children’s Act 2014.

Candidates that have lived aboard for one or more years within the last 10 years to obtain a vet from the country they were situated

Qualifications We will only appoint teachers to permanent positions if they have full or provisional/subject to confirmation registration, who hold an NZQA recognised ECE diploma or degree. Teachers with provisional registration must be working through a registration process to achieve full registration.

Applicants for all teaching positions must have a current First Aid certificate and hold a current practicing certificate.

References Applicants for positions will be asked to provide TWO verbal references. One reference where possible should be from a current employer/supervisor. If this is not provided, the applicant will be asked to comment on why that reference was not able to be provided.

Selection Process/Interviews

- No appointment will be made without an interview.
- A practical exercise may be used – during the interview or afterward, to gain more information about the suitability of the candidate. (This applies to all positions).
- The Head Teacher will be involved in the final decision for any teaching and Kindergarten Administrator vacancy.
- The appointment decision will include factors at the kindergarten level as well as the Association level.
- The successful candidate will be contacted personally by a member of the Appointment Team to offer the position.
- Unsuccessful candidates will be contacted by a member of the Appointment Team.
- All offer letters will be written and signed by the Human Resources Manager.
- Any HCK employee who is unsuccessful in any application will be contacted personally by a member of the Appointment Team.

Retention of Information All information provided by unsuccessful candidates will be destroyed unless they specifically request that it be returned to them.

Transfers HCK reserves the right to transfer or redeploy permanent teachers into a position that has not yet been advertised as per the provisions of the Kindergarten Teachers, Head Teachers and Senior Teachers’ Collective Employment Agreement.

2. Communication of the resignation and replacement to staff and community:

Administration and Teaching Positions The Head Teacher is responsible for managing the communications with the community around the resignation and replacement of staff in their kindergarten.

Head Teacher Positions The appropriate Senior Teacher and HT will discuss who/how the community will be informed of the resignation and replacement of the Head Teacher.

This policy will be reviewed biennially.