

**Policy Title:** Appointments Policy

**Classification:** Human Resources

**Monitored by:** HR Manager

**Approved by:** GM Operations

**Effective Date:** July 2020

**Review Date:** July 2022

**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.

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### 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 appointments 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.

**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.

**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 afterwards - 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 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.

## Safety Checking

The HR Manager will conduct the following checks:

- Verification of identity (including previous identities)
- Information about work history
- Information from any relevant professional organisation or registration body
- A New Zealand police vet – not required for staff with current Practising Certificates from Teaching Council NZ
  - 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
- A risk assessment of the Information.

## 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.