



Appointments Policy

Purpose

Northern Health School (NHS) is committed to appointing the most suitable candidate for each vacancy, promoting transparent and legally compliant recruitment practices to ensure that all appointments are based on merit and selection criteria that is relevant to the position.

Procedures to be followed when making appointments are contained in the NHS Procedures manual.

Principles

- a) Northern Health School is an equal opportunities employer.
- b) The Northern Health School Board will abide by all relevant legislation and collective employment agreements when employing staff.
- c) The appointment of the Principal is the responsibility of the Board, who will be steered by the NZSTA Guidelines for Board of Trustees' Principal appointments (see Appendix).
- d) Appointments to senior management positions (Assistant Principal, Deputy Principal) will be made by a formally constituted subcommittee of the Board and confirmed by the full Board.
- e) The Principal is delegated to make appointments to all other positions on behalf of the Board in accordance with NHS appointment procedures.
- f) Staff appointments will be made within budgeted resources and appropriate approval must be obtained prior to commencement of recruitment.
- g) As a matter of routine all staff and volunteers are police vetted at the time of appointment / engagement and triennially thereafter.
- h) All necessary pre-employment checks will be completed prior to an offer of employment being made (police vetting, reference checking, ability to work in New Zealand, teacher registration etc).
- i) Reimbursement of actual and reasonable expenses incurred by applicants will be by negotiation with the principal, or in the case of the Principal's appointment, the Board Presiding Member, and in line with existing Collective Agreements.

Adopted _____ August 2024

Presiding Member _____

Review Date _____ August 2027