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**3.1.3 Staff Appointments Procedure**

**Purposes**

* To employ suitable staff in all positions.
* To be a good employer.

**Guidelines**

1. Appointments will be made by the Principal and the BOT. The BOT will delegate responsibility for appointments to an appointment committee.
2. Appointments committees shall be selected by the Board of Trustees as and when required.
	1. The appointments committee for the position of **Principal** will comprise ALL members of the Board including the staff representative and an independent educational professional.
	2. The appointments committee for the position of **Deputy Principal** will comprise a minimum of the Principal, BOT Chairperson and a parent trustee.
	3. The appointments committee for **permanent basic scale teachers** positions will comprise the Principal, permanent teacher and 1 parent trustee.
	4. As exclusion to Clause 1, authority to appoint (fixed term positions up to two terms) is delegated by the Board to the Principal.
	5. The appointments committee for **teacher-aide** positions will comprise the Principal for the appropriate area of the school.
	6. The appointments committee for **cleaners and caretakers** will comprise the Principal and a Board member.
	7. The appointments committee for **administration positions** will comprise the Principal Deputy Principal and BOT member.
3. All information relating to applicants for any staff position within the school remains confidential.

**Appointments Procedure**

When a vacancy occurs an analysis will be made of the needs of the school in the light of the charter goals, curriculum and pastoral needs, and future needs. The vacancy will also be considered in the light of the school’s Equal Employment Opportunities Programme and the Privacy act.

1. Establish an Appointments Committee who will attend interviews where required.
2. The Principal will:
	1. set a timetable for appointment including applications closing date and in consultation

 with the Appointments Committee set an Interview date.

* 1. advertise the vacancy.
1. Candidates will be asked to complete application form and forward CV and covering letters for advertised positions.

The Position of Principal should include an Information Pack, which will include material relevant to the position.

1. The Principal and Deputy Principal will short list Scale A applicants.
2. The BOT Chairperson, Board members and Educational Professional will shortlist for the Principal position
3. The Appointments Committee or Principal will:
	1. prepare questions for referees
	2. draw up a short list and contact referees
4. Candidates will be contacted by Principal to advise interview structure and requirements e.g photo ID
5. Candidates will be advised of reimbursement of travel expenses if appropriate.
6. The Appointments Committee shall:
	1. plan interview questions, answers and criteria for suitability
	2. decide interview structure
	3. conduct interviews
	4. determine relative suitability of each candidate
	5. candidates are expected to provide proof of their identification by way of a PHOTO ID
	6. at the conclusion of interviews reach a consensus – based on criteria and suitability
	7. Inform the Board of the appointment process and successful candidate.
	8. Inform unsuccessful candidates in writing and return CV where applicable.

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BOT Chairperson Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: 2021