

**NAG 3
PERSONNEL**

APPOINTMENTS POLICY

The following policies shall be observed in relation to the appointment of staff in Wilson School:

- The Board of Trustees shall appoint the Principal.
- The Board of Trustees Chairman and the Principal shall appoint the Deputy Principal.
- The Board of Trustees delegates to the Principal the authority to appoint all other staff.
- The Principal and staff acting under her authority shall observe all relevant procedures relating to the appointment of staff.
- In making appointments, the School will comply with all relevant legislation.
- The School requires all applicants for professional positions to hold current registration or practicing certificates at the time of appointment and throughout the period of their employment at Wilson School.
- The School requires all staff, volunteers and work experience students to adhere to the policies and procedures as prescribed by the Board of Trustees.
- All staff, volunteers and work experience students who work with students of Wilson School shall be required to undertake specific training and Health and Safety training relevant to their role.
- All employees of Wilson School will be required to sign a written employment agreement before they start working for the School.
- Wilson School will observe the requirements of the Vulnerable Children legislation by requiring Police vetting of all non-teaching staff prior to appointment and at three yearly intervals during their employment by Wilson School.
- Two referees not related to the applicant will be interviewed and photo identification of the applicant is required.

Ratified: BOT: _____

Principal: _____

Date: _____

Review date: _____