



## Policy Statement Personnel Management

### Purpose

To ensure that the best staff for the operation of the school are appointed, motivated, retained and have appropriate professional development, in line with the Rangi values.

### Guidelines

The Board, together with the Principal and all those making staff appointments, will comply with all legal obligations and act as a good employer in selecting and retaining the best possible staff to meet the requirements of the school.

The Board will recruit, select and appoint the School Principal. When appointing for roles which directly report to the Principal, these will be done in conjunction with the Board, or an appropriate sub-committee. The Board delegates to the Principal responsibility for all other appointments. The Principal may further assign the responsibility for positions to others as she/he sees fit.

The Principal may involve other staff and Board members in the appointment process as she/he sees fit.

The Board directs the Principal to have in place robust procedures covering the following:

1. Recruitment, appointment and induction, ensuring that in the appointment of staff that the requirements of the School Philosophy and Strategic Plan to provide inspiring teaching and learning opportunities are met
2. Performance Management and Review
3. Staff Development, training and progression
4. Resignation and retirement
5. Discipline and dismissal
6. Administrative processes surrounding agreements, recording of leave, payroll and other requirements
7. Complaints and harassment to, by or about a staff member

**Dated:** May 2016  
**Review:** May 2019  
**Reviewed:** Appointment, Remuneration and Development Committee