



ST THOMAS'S  
SCHOOL

## Appointment Procedure

St Thomas's School is an equal opportunities employer. We appoint appropriately trained and qualified staff to all teaching and non-teaching positions and strive to find the best person for each position. We uphold our commitment to te Tiriti o Waitangi through our vision and strategic plan to reflect tikanga Māori.

Our appointment process meets the requirements of the Children's Act 2014.

In order to ensure the very best possible personnel are appointed:

- The Principal will be appointed by the Board of Trustees.
- The Deputy Principals will be appointed by the Board of Trustees Personnel Committee, which will also include the Principal.
- All other appointments will be made by the Principal in collaboration with senior manager/s and/or leadership staff at the discretion of the Principal.
- Equal Employment Opportunities will be considered in all appointments.
- A job description and/or person specification will be prepared for each vacancy.
- On appointment, an offer of employment detailing remuneration, hours of work, starting date and tenure will be made.
- All teachers will have current New Zealand teacher registration.
- All other staff will have Police vetting procedures undertaken.
- Senior managers will provide newly appointed staff with robust support and guidance to ensure an easy transition to the school.