



# MANGAKAHIA AREA SCHOOL TE KURA TAKIWA O MANGAKAHIA

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Mangakahia Road  
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## APPOINTMENTS

### LEGISLATION

Education Act (1989)  
National Education Goals (1993)  
National Administration Guidelines (1993)  
Employment Relations Act (2000)

**Memorandum of Understanding with He Matariki Teen Parent Unit**

### ADDITIONAL POLICIES

Employment

### FOCUS

To appoint the most suitable person to the position advertised

### PRIORITIES

- proven ability to relate well to students and adults in the school community
- proven ability to deliver high quality services to students
- proven ability to meet the NZ Professional Standards

### GUIDELINES

- advertise permanent / long term teaching positions nationally in the *Education Gazette*
- appoint permanent / long term teaching positions through the Principal
- fill short term relieving (two terms or less) or support staff vacancies through the Principal or delegated Senior Leader
- each position meets school needs as identified by the senior management team
- If no suitable person is identified for the position an appointment is NOT made
  
- The Principal notifies unsuccessful applicants by letter
- A Senior Leader conducts exit interviews with resigning employees

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The above policy was reviewed and mandated by the Board of Trustees on 17 September 2015  
This policy is next to be reviewed during Term 3 2017.

Chairman of the Board of Trustees: Susan Henderson (signature)  
Susan Henderson

Date signed off: 17-9-15