



Employment Policy

Goal:

To ensure the most suitable person is employed for the vacant position. Rotorua Girls' High School Childcare Trust is an equal opportunities employer.

Procedure:

1. Where a position becomes vacant, the 'Person Responsible' will advertise the position available.
2. Upon enquiry, applicants will receive an application pack including position description. The position description will outline:
 - Key responsibilities and duties;
 - Expected characteristics, skills, strengths and qualifications;
 - What the Centre offers as an employer.
3. Applicants will be required to complete an application form and provide a Curriculum Vitae and other supporting documentation relevant to the position.
4. The interview panel will comprise: Supervisor and Assistant Supervisor, Trust Committee Representative and when appropriate an independent representative.
5. Applicants will be informed that referees and past employers may be contacted.
6. Applicants are invited to bring whānau support to the interview, who will be entitled to fifteen minutes speaking rights at the end of the interview.
7. The successful applicant will be offered the position pending the outcome of a Police Vetting check.
8. The successful applicant will be notified by phone and with a follow up letter of appointment. This will confirm the starting date and pay rate.
9. All unsuccessful applicants will be notified by phone, email or in writing following the successful applicant accepting the position.

10. The Rotorua Girls' High School Childcare Trust is an Equal Employment Opportunities employer [see associated policy].

This policy will be reviewed as per the policy review schedule.

Date: 24 September 2019