



# Recruitment Policy

<b>Relevant Legislation</b>	Anti-Discrimination Act 1991 (Tas) (the Act) Australian Human Rights Commission Act 1986 (Cth) Age Discrimination Act 2004 (Cth) Racial Discrimination Act 1984 (Cth) Disability Discrimination Act 1992 (Cth) Equal Opportunity for Women in the Workplace Act 1999 (Cth) Fair Work Act 2009 (Cth)
<b>Commencement Date</b>	April 2018
<b>Next Review Date</b>	April 2021

## 1. Purpose

The Hutchins School seeks to attract, select, appoint and retain quality staff. This policy sets out the overarching principles to ensure staff recruitment and selection practices are consistent, merit-based and aligned with the school's vision, mission, values and strategic direction.

## 2. Scope

This policy applies to recruiting and selecting applicants for permanent, fixed-term appointments and casuals at The Hutchins School.

## 3. Objectives

The Hutchins School's objective is to recruit, select and appoint the best people available for positions. This will be done in accordance with our Recruitment and Selection Procedures and budget limits. Selection will be on merit and equal opportunity.

## 4. Definitions

Nil

## 5. Policy Information

The process of recruitment within The Hutchins School must comply with the following principles to ensure that recruitment processes:

- Are fair, equitable, respectful, transparent, consistent and confidential.
- Are aligned with the goals, objectives and values stated in the School's Strategic Plan.
- Encourage applications from the widest pool of candidates meeting the selection criteria.
- Are well documented, detailed and comprehensive.

- Are aligned with the recruitment and selection standards under the Safeguarding Children Accreditation Program.
- Are compliant with legislative requirements and obligations.

## **6. Supporting Procedures/Guidelines**

Recruitment and Selection Procedures

## **7. Record Keeping**

This procedure is to be kept for three (3) years until review unless there is a significant legislative organisational change requiring earlier review.

The master copy is kept on SharePoint and is read-only in PDF form. All printed copies are uncontrolled.

## **8. Policy Owner**

Manager People, Culture and Safety

## **9. Policy Review Details**

11 April 2018

Policy endorsed by The Hutchins School Board