



THE HUTCHINS SCHOOL

Recruitment Policy

Relevant legislation	Anti-Discrimination Act 1998 (Tas) Australian Human Rights Commission Act 1986 (Cth) Fair Work Act 2009 (Cth) Disability Discrimination Act 1992 (Cth) Education and Care Services National Law (Application) Act 2011 (Tas) Education and Care Services National Regulations Privacy Act 1998 (Cth) Registration to Work with Vulnerable People Act 2013 (Tas) Registration to Work with Vulnerable People Regulations 2014
Commencement date	01 April 2018
Last review date	01 April 2021

1. Purpose

The Hutchins School (the School) seeks to attract, select, appoint and retain quality staff. This purpose of this policy (and its associated procedure) is to provide a framework to ensure that staff recruitment and selection practices are:

- consistent;
- merit-based;
- timely and efficient; and
- aligned with the school's vision, mission, values and strategic direction.

2. Scope

This policy applies to the recruitment and selection of all applicants for permanent, fixed-term and casual appointments at the School.

It does not apply to contractors or volunteers.

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3. Objectives

The School's objective is to recruit, select and appoint the best people available for positions. This policy (together with our [Recruitment and Selection Procedure](#)) is designed to enable the School to attract and retain employees of a high calibre, while ensuring that recruitment and selection processes are fair, transparent and equitable.

4. Definitions

Registration to Work with Vulnerable People (also sometimes referred to as a Working with Children Check)	'Registration to Work with Vulnerable People' is a legislative requirement under the Registration to Work with Vulnerable People Act 2013 and is mandatory for any position in the School. It involves a national criminal history assessment undertaken by the Tasmanian Department of Justice and a review of findings of workplace misconduct. The result of a Working With Children Check is either a clearance to work with children or a bar against working with children.
Recruitment	Searching for and obtaining a pool of potential candidates with the desired knowledge, skills and experience to fill job vacancies against defined role descriptions and specifications.
Hiring manager	Heads of School, Heads of Faculty, managers, supervisors. Anyone who requests a position to be filled and to whom the new employee will report when hired.

5. Policy statement

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

- fair, equitable, respectful, transparent, consistent and confidential;
- free from conflicts of interest;
- aligned with the goals, objectives and values of the School, and aligned with its strategic direction;
- aimed at encouraging applications from the widest pool of candidates meeting the selection criteria;
- designed to assess candidates (including internal candidates seeking career advancement or redeployment) according to their ability to satisfy the requirements of the position;
- well documented, detailed and comprehensive;
- aligned with the recruitment and selection standards of the Safeguarding Children Accreditation Program; and
- compliant with legislative requirements and obligations.

Where possible, it is expected that the recruitment and selection process will seek to reflect the diverse range of children, young people and their families present at the School.

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It is understood that there may be circumstances in which employees already engaged with the School seek to move to newly advertised roles or positions. It is our commitment that no employee should be discouraged from applying for a new role, nor disadvantaged where an application is made. Victimization of an employee who has applied for a new position within the School is expressly forbidden.

6. Supporting/related documents

[Recruitment and Selection Procedure](#)

7. Record keeping

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

The master copy is kept in [SharePoint Online](#) in read-only in PDF form. All printed copies are uncontrolled.

8. Policy owner

Headmaster

9. Version Control

Version Number	Author	Purpose/Change	Date
1.0	Manager People, Culture and Safety	Initial release	11/04/2018
1.1	Policy and Compliance Manager	Minor textual review; placed in new template.	1/4/2021