



Preamble:

St Mary's Coptic Orthodox College's fundamental objective is to recruit, select and appoint the best people available for the College. Selection will be on the basis of merit and the principles of equal opportunity.

Definitions:

Merit is the extent to which an applicant has abilities, aptitude, skills, qualifications, knowledge, experience and achievement, characteristics and personal qualities relevant to the carrying out of the duties in question. This includes, where relevant, the manner in which an applicant carried out the duties or functions of any position, employment or occupation previously held or engaged in, and the extent to which an applicant has potential for development necessary to fulfill the position within reasonable time and resources.

Position Description is the statement that outlines the principal accountabilities of the position and the essential and desirable criteria for appointment to the position.

The Application of this Policy:

This recruitment and selection policy applies to all staff positions up to and including Position of Leadership Level 4, and all non-academic positions:

- All appointments will be made on the basis of careful and consistent application of the principle of merit.
- Advertised appointments will be made in open competition from the widest field of applicants – internally or externally.
- Not all positions will be advertised, e.g. acting positions.
- The format and location of advertising will depend upon the type and level of the advertised position.
- Recruitment and selection processes will be conducted on the basis of fair and equitable treatment of all applicants.
- All processes will be conducted so as to guard the confidentiality of applicants and preserve the integrity of the process.
- Recruitment and selection processes will be consistent, professional and timely.
- The College will foster continuous improvement of recruitment and selection policy and procedures.
- The final decision-making on the appointment of all staff covered by this policy will be the responsibility of the College Director, or his nominee.

Responsibility

- The Coptic Orthodox Church has the responsibility for setting and maintaining the standards of the Church within the College
- The College Director has the responsibility to ensure that all staff meet the relative legislative requirements, e.g. VIT registration
- The School, through the College Director, or his nominee, has the responsibility for finding and engaging staff.
- The College Director, with the assistance of the Deputy Principals, has the responsibility for setting the terms and conditions of employment in keeping with relevant industrial legislation and ensuring there are appropriate human resource management practices in place, e.g. professional development, staff reviews, etc.

Process

The process for staffing St Mary's Coptic Orthodox College is based on an open exchange of information and a desire to match the right person with the right position.

This process is to be applied to all positions covered by this policy – internally or externally advertised.

The Applicant's tasks:

- prepare resume, and,
- respond to advertisements – external or internal.

The Schools' tasks:

- Advertise positions in locations considered appropriate
- Internal positions will be advertised and position descriptions will be available showing the position, duties, level of remuneration and key selection criteria, date of closure of applications, etc.
- Provide position description for the advertised positions
- Receive and consider applications,
- Interview as considered appropriate,
- Extend a letter of appointment which describes the position and the conditions that apply to it
- Notify unsuccessful applicants
- Maintain a staff database

The College Directors' tasks:

- Assist the College in the process of finding appropriate staff,
- Monitor the staffing process,
- Makes the final decision in appointing staff.

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