

Title: Policy on Recruitment		Version/Revision	1 of 2019
Approved: B Berkowitz (Chair)	Status: Final Draft	Date Approved	3/3/2019
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IN CRUCE SALUS

HOLY CROSS HIGH SCHOOL

POLICY ON RECRUITMENT

The recruitment of staff to the school is underpinned by:

- The constitution of the Republic of South Africa contained in Act 108 of 1996 (hereafter “the Constitution”)
- Article 15 of the South African Schools Act No. 84 of 1996 (hereafter the Schools’ Act)
- The Communications Protocol agreement signed between the Department of Basic Education (DBE) and the National Alliance of Independent School Associations (NAISA) in 2008.
- The Religious and Educational Philosophy and Constitution of the Board of Governors of the Holy Cross Sisters Schools 1995. Revised in 2012.

Application for vacant posts is open to:

- Suitably qualified educators of any gender, race, orientation or religion, not in direct conflict or perceived conflict with the Catholic Faith
- South African citizens
- Non-South African citizens on condition that all relevant documentation is in order with the Department of Home Affairs.
- NOTE WELL. Preference is given to educator candidates who are practicing Catholics. This is in remaining with the transmission of the Schools ethos.

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Process for permanent posts: (Except Principal and Deputy principal)

- The SMT in collaboration with subject heads draws up requirements for an educator when a need arises.
- Based on the requirements drawn up by the SMT the board of Governors is informed of the need and requirements.
- Once the Board of Governors has granted approval, the principal shall place advertisements in media and social networks as is within the financial means of the school at the time.
- All applicants need to submit a CV and a cover letter stating their suitedness to the proposed post.
- The SMT acting as the Board designee will sift the applications and shortlist viable candidates.
- The short list is then communicated to the Board of Governors. Once the Board of Governors is satisfied, they will be based upon agreement and discussion, recommend the relevant interview panel for the position.
- Short listed candidates will be notified via electronic mail of their times and dates of interview. A two-week period to prepare for the interview by candidates is required so that arrangements can be made for any applicants travelling from afar.
- Where feasible the school does endorse Skype or similar telematic systems to conduct the interview.
- The panel will inform the Board of Governors of their choice of candidate once all interviews are concluded.
- The Board has final say in the appointments and once the go ahead is given the principal may prepare and send a letter of offer to the candidate. The letter must clearly state the following
 - The starting salary and state notch comparison that will be paid
 - The Teaching requirements and times of work
 - The Extra mural requirements
 - An indication that there is a 6 month probation period where , based on performance or noncompliance with ethos, the contact may be ended.
 - Acceptance must be accompanied by a police clearance from

Process for permanent posts: Principal and Deputy principal

- A similar system to that above is to be followed. The difference being that it is entirely run by the Board of Governors and that they will seek (especially in the case of the principal) approval from the Owner of the school. [See Holy Cross Constitution]

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Process for casual labour:

- The principal may within the constraints of the allocated budget amount engage persons to work for the school on a casual labour basis.
- In these cases, the period may not exceed one calendar months without review and renewal (In the case of interns to assist educators or administrators)
- In these cases no binding contract is signed with the school and the intern/entity acts as an independent contractor whose services are procured by the school.
- If in special circumstances there could be a Memorandum of Agreement put in place with the relevant contractor, authorised by the Principal.