

# Ardmona Primary School

## Recruitment Policy

### Rationale

Successful recruitment strategies build staff morale, bring new ideas, respond to the needs of students, and help to provide a strong and diverse staff.

### Aims

To assist in the ongoing development of staff via targeted and successful recruitment.

### Implementation

All recruitment at our school will be consistent with Department of Education and Training and Merit Protection Boards requirements.

- We develop Selection Criteria and advertisements which clearly demonstrate our commitment to Child Safety and an awareness of our social, ethical and legislative responsibilities
- We carry out reference checks to ensure we are recruiting the right people.
- All staff will undertake Merit Protection Boards training.
- All leadership personnel will undertake professional development from private sector providers in staff recruitment and personnel selection.
- A wide variety of staff will be used on selection panels.
- All vacancies will be advertised in metropolitan and local newspapers as well as the Victorian School News.
- Positive, team orientated staff with high levels of enthusiasm are recognised as highly sought after recruits.
- It is recognised that staff from a variety of social, ethnic, cultural, religious and educational backgrounds bring with them a rich mixture of skills and experiences.
- The school's workforce plan will be a transparent and accessible document that reflects student needs, charter priorities and budget realities.
- The Principal in consultation with the Consultative Committee, the School Council and all staff will develop the workforce plan.
- The workforce plan will be considerate of non-traditional teaching and non-teaching staffing combinations.
- Flexible work options will be explored and implemented where appropriate.
- The school will be receptive to graduate teachers and graduate recruitment programs.



- All recruited staff will undertake a significant induction program.
- Mentoring will be a feature of our staff development program. Key Link: Ardmona Primary Child Safe Policy and Code of Conduct Evaluation:
- To be reviewed annually as part of the school's three-year review cycle.

#### Review Cycle

Policy last reviewed	October 2021
Approved by	Principal
Next scheduled review date	October 2024



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