

**POLICY
NAG 3**

<p align="center">BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE PERSONNEL MANAGEMENT POLICY</p>

RATIONALE:

As a State Sector employer, in accordance with the State Sector Act 1988 the Board of Trustees wishes to promote high levels of staff performance and to ensure that competent and appropriately qualified personnel are employed.

PURPOSE:

1. To comply with all applicable employment legislation and the relevant collective and individual employment agreements.
2. To ensure that the best applicant in terms of appropriate qualifications relevant experience and personal skills is appointed to positions that are available within the school.
3. To have an appraisal process in place which provides regular quality constructive dialogue on performance and supports the development of individual professional learning and development plans.
4. To ensure that the personal information of all staff is kept confidential and is used only in accordance with the school's privacy policy and procedures.
5. To ensure that all employees and applicants for employment are treated, fairly, equitably and in good faith.
6. To ensure that any complaints relating to or from personnel are dealt with in accordance with the principles of natural justice and all relevant statutory obligations.

GUIDELINES:

1. The Board of Trustees will discharge its personnel management responsibilities in part by delegation to the Principal and others as appropriate or nominated and in part by its own consultations and deliberations, and from time to time by those of its delegated personnel sub-committee.
2. The Board as a good employer, will ensure that as far as practicable a safe and secure working environment is provided to all staff.
3. The Board will seek to develop and support a staff professional development programme which seeks to enhance the educational opportunities of students.
4. The Principal will ensure that a Staff Handbook is available to all staff and updated annually. The handbook will identify expected procedures and good

practices relating to all staff employed at the school.

5. The Board will ensure a Performance Management System is in place and is reviewed periodically.

Approved by the Board of Trustees: 19.10.1998

Reviewed by the Board of Trustees: 14.09.2017