



employment recruitment process

Strathcona is an independent girls' school, co-ed in Pre-Prep, and girls from Prep to Year 12.

1. rationale

Strathcona implements the Merit Principle with non-discrimination when employing staff. When staff are employed, the best person for the role is chosen.

Procedures for advertising, selection and recruitment of staff take cognisance of the following:

- The need to obtain the most suitable candidate to fulfil the requirements of the role in question.
- No discrimination on the basis of sex or age.
- Consistency of criteria within each category of position advertised.
- A respect for confidentiality.

bring out her best.

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2. procedural details – teaching staff

Most positions are advertised, however, there are occasions when suitable candidates for interview are determined from résumés held on file.

2.1 For cases of advertised positions:

2.1.1 An advertisement is prepared detailing the requirements and posted as appropriate:

- In The Age
- On the ISV website
- Internally.

2.1.2 Applications are submitted to the Principal.

2.1.3 On receipt of application, the Executive Assistant to the Principal:

- Confirms receipt of the application to the applicant.
- Lists each name on a summary sheet.
- Keeps a spreadsheet of name, address and position applied for.

2.2 A review of applications/résumés is carried out:

- By the Principal
- For positions not involving a promotions position, a Head of Department will assist in summarising details and suggesting possibilities for a shortlist.

This selection process is carried out with strict confidentiality.

2.3 Arrangements for interview times are made by the Executive Assistant to the Principal, usually by telephone.

2.4 Interviews are conducted by the Principal and a senior colleague appropriately chosen for their area of expertise.

Key matters included in the interview:

- Qualifications for the position
- Key past experience appropriate to the position
- Particular skills and abilities
- Detailed explanation of requirements of the role
- Examples of scenarios for response to gauge experience and appropriate approaches

- The School's ethos and general expectations on staff, e.g. co-curricular involvement, pastoral responsibilities
 - The salary level if requested
 - An exploration of why the candidate is interested in the role.
- 2.5 Selection is based on the perceived ability of the candidate to fulfil the requirements of the role and make a contribution to the broader life of the School.
- 2.6 Referees are contacted by the Principal or a senior colleague for the preferred candidate and other shortlisted candidates should the position be closely contested.
- 2.7 Following contact by telephone by the Principal, appointments are confirmed in a written "Letter of Offer" which outlines conditions of employment.
- 2.8 Should a tour of the School be requested, this will be provided.
- 2.9 Unsuccessful candidates are sent a letter of thanks from the Principal.

3. procedural details – non-teaching staff

Most positions are advertised, however, there are occasions when suitable candidates for interview are determined from résumés held on file.

3.1 For cases of advertised positions:

3.1.1 An advertisement is prepared detailing the requirements and posted as appropriate:

- In The Age
- On the ISV website
- Internally.

3.1.2 Applications are submitted to the Business Manager.

3.1.3 On receipt of application, the Office & HR Administrator:

- Confirms receipt of the application to the applicant.
- Lists each name on a summary sheet.
- Keeps a spreadsheet of name, address and position applied for.

3.2 A review of applications/résumés is carried out by the Business Manager

This selection process is carried out with strict confidentiality.

3.3 Arrangements for interview times are made by the Office & HR Administrator, usually by telephone.

3.4 Interviews are conducted by the Business Manager and/or the Principal.

Key matters included in the interview:

- Qualifications for the position
- Key past experience appropriate to the position
- Particular skills and abilities
- Detailed explanation of requirements of the role
- Examples of scenarios for response to gauge experience and appropriate approaches
- The School's ethos and general expectations on staff
- The salary level if requested
- An exploration of why the candidate is interested in the role.

3.5 Selection is based on the perceived ability of the candidate to fulfil the requirements of the role.

3.6 Referees are contacted by the Business Manager for the preferred candidate and other shortlisted candidates should the position be closely contested.

3.7 Following contact by telephone by the Business Manager, appointments are confirmed in a written "Letter of Offer" which outlines conditions of employment.

3.8 Unsuccessful candidates are sent a letter of thanks from the Business Manager.

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