



**BLACKFRIARS**  
PRIORY SCHOOL

# RECRUITMENT AND EMPLOYMENT POLICY

Date Approved: 2020

Review Date: August 2022

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## CONTEXT

As the only school founded by the Dominican Friars in Australia, Blackfriars Priory School remains faithful to the search for Truth (Veritas) as lived and taught over the last 800 years by the Order of Preachers (Dominicans), and exemplified by Saint Dominic, our Founder, and Saint Albert the Great, our Patron.

Saint Dominic's commitment to study continued throughout his life. The pursuit of knowledge was not for its own sake but to better understand God's creation and its use in the works of the Order has continued through the centuries. Today, Dominicans can be found throughout the world.

An early member of the Dominicans was Saint Albert the Great. He became a lecturer, scientist, philosopher and Bishop. After his death he was recognised as a Doctor of the Church. The Doctor Universalis – The Universal Doctor, in recognition of his extraordinary genius and extensive knowledge, for he studied every branch of learning known at his time. His quest for knowledge saw him study everything he could find as it was through learning about creation, that he was able to know more about the creator, God, and then hand on that information to all he taught.

The lifelong commitment of Saint Dominic and Saint Albert to discovering and applying Truth to hand on to others remains at the core of the Blackfriars teaching pedagogy and its community. Blackfriars is built upon the Four Pillars of Dominican Life: Prayer, Study, Community Life and Service.

## PURPOSE

The purpose of this policy is to provide authority for the recruitment and employment of employees at Blackfriars Priory School.

## SCOPE

This policy applies to the recruitment and appointment of all staff at Blackfriars Priory School.

## POLICY

### GOVERNANCE AND COMPLIANCE

In effecting the terms of this document, the recruitment and employment policy and processes at the School will comply with all overarching legislation and regulations as well as the Enterprise Agreement for South Australian Catholic Schools 2017 (or as replaced). The School, as an independently governed School, will also consider and comply with the Catholic Education SA recruitment policy and processes, so far as practically possible.

## EMPLOYMENT AUTHORITY

### Principal

The recruitment of Principal is managed by the Board on behalf of the Company and in accordance with the Blackfriars Priory School Board Constitution.

The Company appoints the Principal on recommendation received from the School Board.

### Business Manager and Deputy Principal (Secondary)

The recruitment of Business Manager and Deputy Principal (Secondary) is managed by the Principal on behalf of the School Board and in accordance with the Blackfriars Priory School Board Constitution.

The Company appoints the Business Manager and Deputy Principal (Secondary) on recommendation received from the School Board.

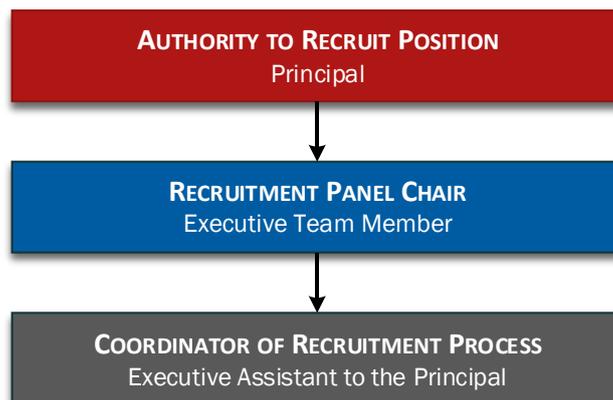
### School Staffing Appointments

All positions of the School, teaching and non-teaching, are governed and approved by the Principal.

- a) The recruitment of all school positions must be pre-approved by the Principal
- b) The Principal will appoint the recruitment panel
- c) The Principal will direct whether the position will be internally or externally recruited
- d) Following the recruitment process, the panel chair will recommend the best candidate to the Principal for consideration of appointment.

## HUMAN RESOURCES OFFICE

The structure of the Human Resources Office at the School for the recruitment and employment of School staff is established by the following key positions:



## STATUTORY EMPLOYMENT STATEMENT

The School is an equal opportunity employer and complies with the all applicable anti-discrimination legislation, including the *Equal Opportunity Act 1984* (SA), *Age Discrimination Act 2004* (Cth), *Disability Discrimination Act 1992* (Cth), *Racial Discrimination Act 1975* (Cth) and *Sex Discrimination Act 1984* (Cth).

Employment appointment is based on most appropriate qualifications and experience.

## RELATED DOCUMENTS/LINKS

1. Equal Opportunity Act 1984 (SA)
2. Age Discrimination Act 2004 (Cth)
3. Disability Discrimination Act 1992 (Cth)
4. Racial Discrimination Act 1975 (Cth)
5. Sex Discrimination Act 1984 (Cth)
6. Fair Work Act 2009 (Cth)

## POLICY IMPLEMENTATION

Responsibility for implementation, monitoring and review of the policy is vested in the following roles:

Principal

School Board

## POLICY REVIEW

Frequency: Every 2 years

Next review date: August 2022

## APPROVAL AUTHORITY / POLICY OWNER

Blackfriars Priory School Board