COUNTRY HOUSE SCHOOL

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COUNTRY HOUSE SCHOOL

RECRUITMENT POLICY

EFFECTIVE & ADOPTED	LAST REVIEWED
1 JANUARY 2020	19 SEPTEMBER 2025

1. PREAMBLE

The framework below will serve as the policy guidelines with regard to recruitment and selection. CHS intends to recruit and select highly competent individuals by using sound recruitment and selection practices.

2. LEGAL MANDATE

2.1 Country House School is a private school (Pty) Ltd. Recruitment, selection and appointment are done in line with South African labour law, including the Labour Relations Act, the Basic Conditions of Employment Act and the Employment Equity Act, and with SACE registration requirements for educators.

2.2 As required by the Children's Act, every person appointed to work with children is checked against the National Child Protection Register (Part B) and the National Register for Sex Offenders before starting work. Candidates' personal information is handled in line with POPIA and the school's Data Management Policy.

3. GENERAL PRINCIPLES

3.1 The framework shall underpin the following principles:

- Fairness
- Equity
- Confidentiality
- Professionalism
- Human dignity

3.2 The Principal, together with the Heads, takes the main responsibility for selecting candidates for appointment to a post.

3.3 The authenticity of qualifications, especially for management posts, must be checked carefully but tactfully. The school reserves the right to confirm all certificates and information submitted by candidates with the issuing institutions or persons.

4. POLICY OBJECTIVES

4.1. The purpose of this framework is to ensure that recruitment and selection is done in a fair, efficient, effective, transparent and equitable manner,

4.2. to achieve equity in the workplace,

4.3. to promote workplace diversity,

4.4. to attract scarce skills and

4.5 to enhance service excellence.

5. BASIS OF THE SELECTION PROCESS

5.1 All persons who qualify for an appointment or transfer, or for promotion, shall be considered. The evaluation, including the selection of applicants shall be based on the training, skills, competence, knowledge, formal qualifications, and recognition of prior learning, relevant experience, and the capacity to acquire, within a reasonable time, the ability to do the job, coupled with the need to redress historical imbalances (pertaining to race, gender and disability).

5.2 The minimum requirements for a post are those given in the advertisement. After that, this policy is followed to identify a candidate who is competent to fill the position, or a candidate who has the ability to become competent within a reasonable time.

6. PRELIMINARY SCREENING

6.1 Candidates must be screened in terms of the threshold requirements of the post.

After the advertisement has closed, a transparent and accountable process has to be followed which must be correct, reasonable and fair. The equity of all candidates must be ensured, canvassing, favouritism, nepotism or similar practices are under no circumstances allowed. Any person with any personal / vested interest in the process must declare such interest beforehand and recuse her- or himself from the process. Only relevant, objective and verified information, including that contained in CVs may be taken into account during the screening process.

6.2 Having determined the relative candidature in accordance with the grid, short lists should be compiled as to reflect the school's needs for efficiency and representivity.

6.3 No candidate may be short-listed through goodwill, associations, friends or personal referrals.

7. SAMPLE OF A GRID

The following is a framework for a grid suitable for the short-listing process. Please note however that each selection panel may allocate its own weighting and points in regard to its assessment of the relative importance of the competencies and KPAs (key performance areas) attaching to the post in question.

CRITERIA	WEIGHTINGS
Qualifications	X1
Managerial and leadership skills	X1
SACE Registered	X1
Communication skills	X2
Relative competency and suitability for the post	X2
Overall compliance with the advertised post	X1
Past employment history and references	X2
7 KPAs	
TOTAL	30

POINTS ARE ALLOCATED AS FOLLOWS:

1:Meets the minimum qualifications as advertised

0: Fails to meet the minimum qualifications as advertised, and is not considered further.

For each of the KPAs points are allocated as follows:

3: Complies fully

2: Complies partially

1: Does not comply

8. INDUCTION AND PROBATION

8.1. Staff are initially appointed for a predetermined probation period, of 4 (four) months, after which the staff member's performance is appraised by the principal, heads and managers. Appraisal of the new staff member's performance follows the same appraisal criteria as the twice-yearly appraisal process of all academic staff members.

8.2. New staff members are introduced personally to existing staff members by the school principal.

8.3. Existing staff members teaching the same grade as newly appointed staff members are expected to act as a mentor and guide for the new staff members.

8.4. If required, the principal will arrange a training session for any new staff member on the school's administrative platforms: D6, WhatsApp groups, Google Drive and Google Classroom (including report formatting, class-list access, parent links and online uploads).

8.5. New staff members are expected to read through and familiarise themselves with all school policies.

9. STAFF DEVELOPMENT

Country House School endeavours to develop its staff through the following processes:

- Staff Appraisals.
- Keeping knowledge and skills up to date:
- Staff members are strongly encouraged to attend lectures and courses as often as possible. The school covers the costs of attending of professional development courses or lectures that have been approved by the principal.
- Teachers and the principal share the responsibility of keeping themselves updated and informed regarding any departmental advances or changes as well as any changes in the proposed school curriculum.
- The school supports staff who wish to study further and is open to negotiations regarding the costs incurred for staff members wishing to do so.

APPROVAL

ROLE	NAME	DATE
School Representative	Bonita Mellon	19 September 2025
SGB Representative	Anoeska De Villiers	19 September 2025