



RECRUITMENT POLICY

1. General

- 1.1 This Recruitment Policy has been drafted in accordance with the provisions of:
 - 1.1.1 the *Constitution of South Africa, Act 108 of 1996*;
 - 1.1.2 the *South African Schools Act, Act 84 of 1996* ('SASA');
 - 1.1.3 Employment of Educators Act, 1998;
 - 1.1.4 Personnel Administration Measures (PAM);
 - 1.1.5 Personnel Administration Services (PAS);
 - 1.1.6 Labour Relations Act, 1995;
 - 1.1.7 Basic Conditions of Employment Act, 1997;
 - 1.1.8 Employment Equity Act, 1998;
 - 1.1.9 Code of Good Practice: Key Aspects on the Employment of People with Disabilities.
- 1.2. In terms of section 6(2) of The South African Schools Act 84 of 1996 (as amended) the School Governing Body (SGB) of Rustenburg Girls' Junior School (hereinafter referred to as the School) has approved this Recruitment Policy.
- 1.3. The Recruitment Policy applies to all prospective employees of the School and aims to procure suitably qualified people in accordance with the process outlined herein and shall be guided by the following principles:
 - 1.3.1. The School prohibits any direct or indirect unfair discrimination against a job applicant on one or more grounds including race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, colour, sexual orientation, age, disability, religion, Human Immuno Virus (HIV) status, conscience, belief, political opinion, culture, language and birth or any other arbitrary grounds.
 - 1.3.2. Unless the specific circumstances of the job vacancy dictate otherwise, all applicants that meet the minimum requirements for the vacancy applied for, will be presented an equal opportunity to apply and have an equal opportunity of being considered.





- 1.3.3. Notwithstanding clause 1.3.1 and 1.3.2, where applicable the School will adopt affirmative action measures in accordance with its Employment Equity Plan, aimed at redressing past racial, gender and disability imbalances in order to promote diversity in its workforce.
- 1.3.4. The School prohibits the use of any psychometric testing or assessments of a job applicant unless the Health Professions Council of South Africa has certified the tests or assessments.
- 1.3.5. The School retains the discretion to select applicants it considers to be the best candidate for the job vacancy striking a balance between employment justice and the efficient operation of business and may depart from procedural norms in exceptional circumstances where justified by specific circumstances.
- 1.3.6. The policy is subject to any statutory codes of good practice for staff as well as codes of good practice issued by the Western Cape Education Department.
- 1.4. The SGB is responsible and accountable for all recruitment and selection undertaken by the School notwithstanding the advice they receive from the principal, line managers or third-party experts.
- 1.5. The SGB reserves the rights to review and amend this policy in furtherance with the aims and objectives of the school as well as any applicable laws that may arise.

2. Pre-Application Processes

- 2.1. The line manager should establish a *job description* detailing the full range of tasks, duties and responsibilities as well as the appropriate salary range. This document determines an objective assessment of an applicant's suitability for an employment position and reduces the potential of biases and discrimination.
- 2.2. In order to fill a vacancy a *Requisition for Staff* must be raised and signed by the line manager (in accordance with delegated authority limits) for the approval by the principal. No recruitment may be initiated or take place other than through this mechanism. Once the



RUSTENBURG

GIRLS' JUNIOR SCHOOL

- requisition has been approved, the Principal will notify the SGB's Human Resources Committee at their next meeting.
- 2.3. The SGB's Human Resources Committee (HRC) shall prepare a *selection criterion* based on the *job description* detailing the skills, knowledge and experience that the successful applicant must have to carry out the job. The selection criteria shall indicate the objective requirements to screen applicants on the basis of the inherent requirements of the job and should not form the ground for introducing subjective factors to discriminate against applicants.
 - 2.4. Where a suitably qualified candidate is already known to the School, an advertisement may not be necessary, and an appointment may be made subject to the approval of the SGB based on the recommendation of the Principal and the Human Resources Committee.
 - 2.5. Simultaneous internal and external adverts detailing the selection criteria shall be placed on platforms with the widest reach to suitably qualified applicants. The advert should specify the minimum requirements of the job and indicate the closing date that formal applications can be considered. The following wording should appear at the bottom of every advert: *"Rustenburg Junior School For Girls is committed to providing equal opportunities and practising affirmative action employment. The school reserves the right not to proceed with the filling of the post. An application in itself does not entitle the applicant to an interview. Only shortlisted candidates will be contacted. All applications will be treated in strict confidence. Under the Protection of Personal Information Act (POPIA), all organisations and schools alike have a legal obligation to manage the personal information it processes appropriately. Our school is committed to ensuring the security and protection of your personal information and to providing a compliant and consistent approach to data protection. The school's Privacy Notice is available on the website, www.rgjs.co.za".*
 - 2.6. Recruitment Agencies and Response Handling Services engaged by the School must prior to their engagement, provide written communication that their invitation practices include all candidates (and not designated groups of people) and such practices do not





include additional criteria not directly related to the job. The ability of agencies to deliver on employment equity recruitment will also be evaluated prior and during their engagement. An indemnity must be obtained from the appointed Agency against any claims caused by discriminatory actions on their part.

3. Applications

- 3.1. Only applicants (external and internal) submitting a written response to an advertisement in the form prescribed therein together with the accompanying documents requested, will be considered as job applicants. The onus is on the applicant to confirm that the School has received their application.
- 3.2. All employees will not be considered to be job applicants unless and until the School's Application for Employment Form [see Annexure 2] has been correctly completed and submitted to the administrator. The onus is on the applicant to confirm that the administrator has received the application form.
- 3.3. It is preferred that all applicants submit their applications in response to vacancy advertisements through email. They may also physically deliver an application form duly completed at the School's premises. Unsolicited applications will not be accommodated, and any documents submitted thereby will be returned or suitably disposed of.
- 3.4. Retrenched employees that are yet to be employed, and for whom the School is obligated to give preference, may be contacted (where reasonably possible) and invited to apply for a vacancy. Such persons, where interested, will be required to correctly complete an Application Form and submit the same to the School. Consideration will be given to the Employment Equity Policy and Plan of the School, notwithstanding any obligation to consider retrenched employees and selection criteria may be modified to take into account Employment Equity targets.

4. Interviews

- 4.1. All applications will be received by the Principal's office. An interview





committee appointed by the SGB will screen all applications and those applications that meet the minimum criteria will be considered for shortlisting. Those candidates who are shortlisted will be notified and informed of an interview date. Applicants who do not hear from the School should consider their applications to be unsuccessful.

- 4.2. An *interview guide* aligning the interview questions and the selection criteria shall be established in order to ensure the interview process fairly and objectively assesses the applicant's suitability for the job. A practical exercise or presentation may form part of the interview process.
- 4.3. Interviews will be conducted face-to-face, however, virtual interviews may be accommodated if necessary. Panel interviews should be composed of persons knowledgeable of the job competencies and the line manager. The composition of panels should be sensitive to their diversity.
- 4.4. A second interview may be conducted. In the case of filling teacher positions, the most suitable candidates will be required to teach a prescribed lesson which will be observed by two members of the interview committee, one of whom must be the line manager.

5. Final Selection

- 5.1. Data gathered during the interview process must be organised in order for the decision-making process to be consistent, manageable and accurate for the purposes of rating and evaluation. Applicants will be evaluated and rated on the basis of the selection criteria as well as section 20(4) of the Employment Equity Act 1998. The selection decision should be guided by the highest ratings, although this will not always be determinative and may be departed from in appropriate circumstances. These reasons will be documented and kept on file.
- 5.2. Reference checks will be conducted for the preferred applicant that obtains the highest rating for which there is consensus. Annexure 2 must be completed. These will be restricted to confirming the factual information and any areas of concern based on the inherent job requirements outlined in the interview and advertisement. Extreme



caution should be taken to ensure that references do not infringe on privacy, amount to defamation or are discriminatory. If reference checks are used to reject an applicant, care should be taken to verify the correctness of the information obtained.

- 5.3. Upon the successful verification of references, the highest-rated applicant will be deemed successful and sent a formal written offer of employment at the earliest date after the selection decision has been taken.
- 5.4. An offer of employment is subject to a vetting process including, but not limited to a check of the Child Protection Register, Sexual Protection Register, Police Clearance, and credit checks (where relevant to the position to be filled). Staff will be required to submit to these, and other background checks as required by law.
- 5.5. All applicants who do not hear from the School should consider their applications to be unsuccessful. Only shortlisted applicants will be informed if their application has been unsuccessful.

6. End of Recruitment Process

- 6.1. The records of recruitment relating to successful applicants will be filed and become a part of the employment record.
- 6.2. Records for all unsuccessful applicants will be kept for another 9 months after the date that they are thus informed.
- 6.3. In order to avoid a conflict of interest, it is the School's policy to avoid the employment of family members and managers in the same unit. All such cases of a potential conflict of interest shall be referred to the HR committee for further action.
- 6.4. In line with relevant legislation the School will only consider non-South African citizens who are in possession of relevant work permits.
- 6.5. All disputes submitted by external job applicants or internal job applicants regarding alleged unfair conduct by the School on grounds of unfair discrimination fall under the jurisdiction of the Commission for Conciliation, Mediation and Arbitration (CCMA) (and where applicable Labour Court) Disputes by internal job applicants regarding the alleged unfair conduct by the School in relation to



promotion fall under the jurisdiction of the CCMA (or accredited Bargaining Council).

7. Policy Adoption

This Recruitment Policy for Rustenburg Girls' Junior School was adopted by the Governing Body of Rustenburg Girls' Junior School at a meeting held at the school on 27 February 2024.

SIGNED: _____

SIGNED: _____

CHAIRPERSON OF THE GOVERNING BODY

PRINCIPAL

DATE: _____

DATE: _____

RUSTENBURG JUNIOR SCHOOL FOR GIRLS: POLICIES		
Page 7 of 7	Date issued: March 2024	Team responsible: SGB
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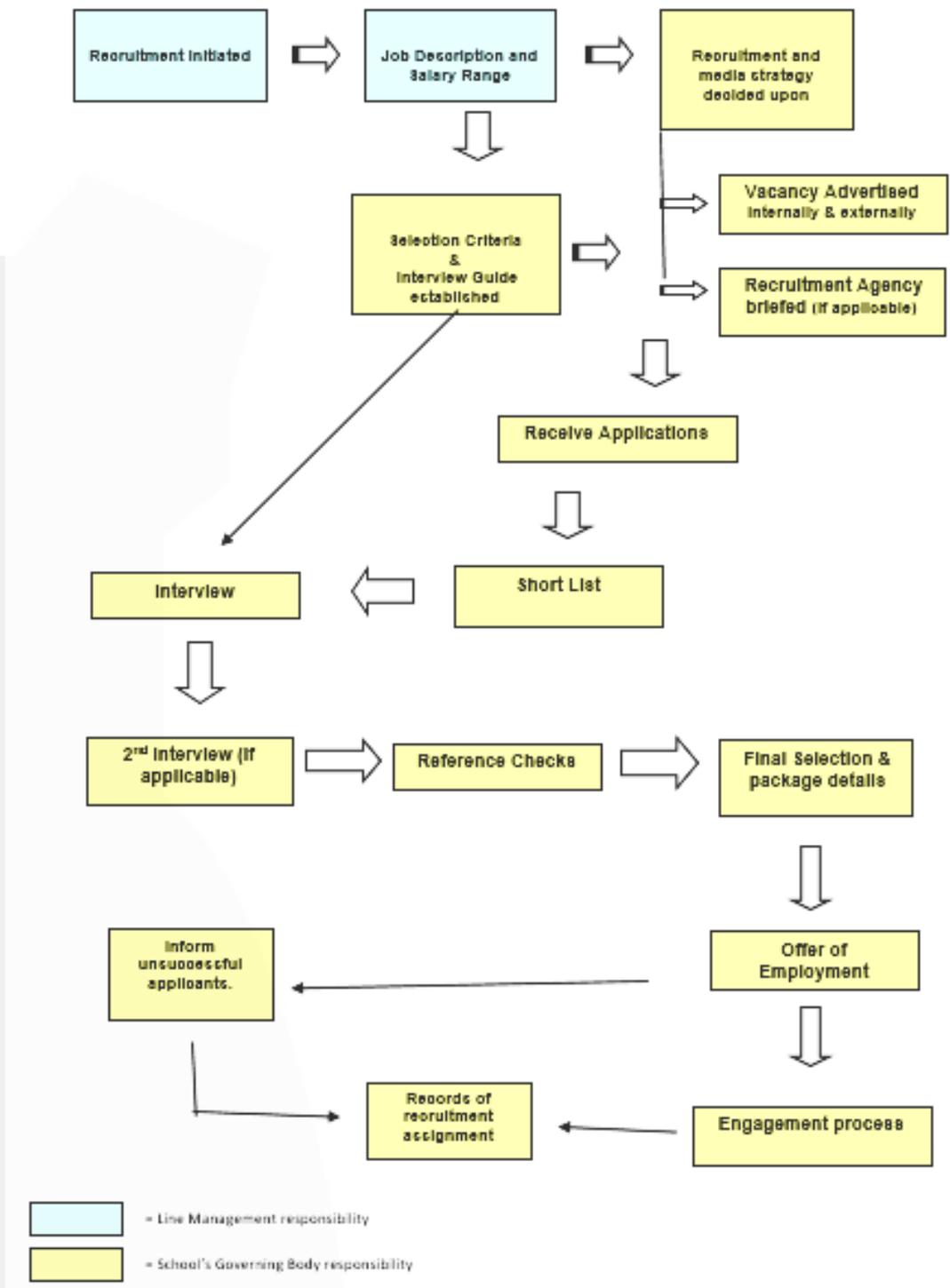
ANNEXURES

1. Recruitment Cycle Responsibility
2. Application Form
3. Reference Check List





ANNEXURE 1: RECRUITMENT CYCLE RESPONSIBILITY





ANNEXURE 2: APPLICATION FOR EMPLOYMENT FORM

The following questions are represented in the Google Form to be submitted as part of the application process. Applicants who do not have access to the online form must be offered assistance as required.

1. Email:
2. Position applied for:
3. Surname:
4. First name(s):
5. Identity Number (or passport number, if not a South African citizen):
6. Gender: Female/Male
7. Designated group: African/Coloured/Indian/White/Other
8. Languages: Ability to speak, read and write
 - a. Afrikaans: Excellent/Good/Fair/Poor
 - b. English: Excellent/Good/Fair/Poor
 - c. isiXhosa: Excellent/Good/Fair/Poor
9. Languages: Ability to teach (for teacher applicants only)
 - a. Afrikaans: Excellent/Good/Fair/Poor
 - b. English: Excellent/Good/Fair/Poor
 - c. isiXhosa: Excellent/Good/Fair/Poor
10. Qualification:
11. Years experience in a similar role:
12. Salary expectations (Non-educator applicants only):
13. How did you hear about this position? (You can choose more than one option, if applicable.): School website/School newsletter/LinkedIn/Word of Mouth/Local newspaper/Old School Ties/Other
14. Declaration: I declare that the information submitted in this application is true and correct. I consent to my personal information being processed, used and stored by the school. I understand that, in the event of my being employed, any deliberate misstatement or misrepresentation may render my contract of employment invalid.: Yes/No
15. Submitted on:



ANNEXURE 3: REFERENCE CHECKLIST

APPLICANT NAME:	
REFEREE:	
DESIGNATION:	
NAME OF EMPLOYER:	
POSITION APPLYING FOR:	

Did he/she report directly to you?	
Dates of employment:	
Last salary package:	
Reason for leaving:	
What positions did the applicant hold?	
Key areas of responsibility:	
How would you rate the applicant's overall work performance & brief character description?	
Describe management style (if applicable)	
Key areas of strength:	
Any limitations/areas to develop:	
Honesty and integrity?	
Could he/she handle pressure and/or multitask?	
Describe the applicant's ability to learn:	
Was the applicant able to work independently or required supervision? If	





RUSTENBURG

GIRLS' JUNIOR SCHOOL

so, how did the applicant handle it?	
Was the applicant expected to use own initiative/problem-solve?	
Did the applicant get on well with colleagues/clients?	
Was the applicant prepared to work overtime/shifts?	
How was the applicant's timekeeping/attendance?	
Were you aware of any nervous, domestic or financial problems, or any drug or alcohol-related dependencies, that affected work performance?	
Hypothetically speaking, would you re-employ the applicant?	
In referee's opinion, do you think the applicant is able to fulfil this job function?	

CONDUCTED BY:	NAME:
	SIGNATURE:
DATE:	

