

Quick Reference Guide - Appointing Ancillary Staff

There are no prescribed procedures for appointing a secretary, caretaker, cleaner, maintenance person or other ancillary staff, unlike the appointment of a teacher or SNA.

However, the following process should be followed:

1. Preparation:

- *Sanction:* Check that there are sufficient funds available to hire the person.
- *Nature of the Post:* – full-time or part-time.
- *Role specification:* Draw up a list of duties, responsibilities and objectives.
- *Necessity for Interview Process:* Is a new post warranted or should the hours of existing part-time Ancillary Staff be increased to cover the post?

2. Advertisement:

The wording of an advertisement can be held to form part of the job description so this needs to be carefully considered. Normally the advertisement for Ancillary Staff is posted locally.

3. Selection Board:

The Selection Board should consist of the Chair of the BoM, the Principal and a person with expertise in the area where the candidate will be working. There must be at least one female and one male person on the Selection Board.

4. Interview Process

Short-listing: The Selection Board should meet to short-list the candidates for interview. The letter from the Selection Board inviting the candidates for interview should contain a full job description of post being advertised.

Preparation: The Selection Board should prepare various areas to explore with the candidates during interview. The same questions should be asked of all candidates. Interviewers need to be careful not to ask questions that could be considered discriminatory e.g. questions concerning marital status, gender, age, race, membership of the travelling community etc.

Marking: The Selection Board should draw up a marking scheme for the interview.

The Interview: All candidates should be put at their ease and given every opportunity to make their case for being appointed.

Report: The Selection Board will complete a report to the BoM which will clearly state:

- The name of the person being recommended for appointment
- A list of the other candidates in order of the marks they received at interview.

5. Appointment:

The BoM will appoint the person recommended by the BoM, unless it has good reason not to do so.

6. Conditions Precedent:

Any letter of offer to the successful candidate should contain some important conditions precedent i.e. satisfactory Garda vetting, medical fitness to do the job etc.

7. Contract and Payroll:

The Contract of Employment is a most important document and should be tailored to the needs of each particular school and situation. The Employer (BoM) and Employee should retain signed copies for future reference in the case of dispute or misunderstanding. At a minimum, a Contract of Employment for an Ancillary Post should contain the following: -

- ❖ Date of employment
- ❖ Job description and duties
- ❖ Location
- ❖ Probationary period
- ❖ Hours of work
- ❖ Salary
- ❖ Annual leave
- ❖ Pension
- ❖ Retirement
- ❖ Illness
- ❖ Maternity, paternal, adoptive and force majeure leave
- ❖ Confidentiality
- ❖ Grievance, disciplinary, bullying, harassment procedures and codes of conduct
- ❖ Internet and email policy
- ❖ Data protection
- ❖ Notice periods re termination of employment
- ❖ Pay on termination
- ❖ Changes to terms of employment

The BoM must make immediate arrangements to have the new employee paid and issued with a Pay Slip in accordance with the Payment of Wages Act 1991.