
RECRUITMENT

Perth Montessori is committed to fair, transparent and timely recruitment processes that ensure the appointment of staff on merit and equity. For teaching roles, priority is given to candidates with Montessori training or a demonstrated commitment to developing specialised skills in Montessori education.

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Registration Standard/s

- | | |
|---|--|
| ☐ 1-Curriculum | ☐ 7-Critical Incidents |
| ☐ 2-Staff Ratios | ☐ 9-Complaints |
| ☐ 3-Days/Hours Instruction | ☐ 10-Child Abuse |
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1. RATIONALE

This policy sets out the principles guiding the recruitment of staff at Perth Montessori. It ensures that appointments are made fairly, transparently and expediently, while recognising the specialised skills required for Montessori and other teaching positions.

2. DEFINITIONS

Term	Definition
Capability Alignment	The match between a candidate's skills, values and attributes and the requirements of the role, including alignment with Montessori philosophy.
Child Safe Principles	The national standards that guide schools in creating and maintaining a child safe culture, ensuring the safety and wellbeing of children in all school environments.
Equity	Fair and impartial treatment of all applicants, ensuring equal access to opportunities regardless of gender, age, race, disability, religion, or other protected attributes.
Expediency	Conducting recruitment processes in a timely and efficient manner to avoid unnecessary disruption to school operations and student learning.
Merit	The extent to which a candidate's skills, qualifications, experience and personal qualities match the requirements of the position.
Montessori Qualification	A formal Montessori teaching diploma or certification recognised by an accredited training body.
Recruitment Panel	The group of staff and/or Board members responsible for shortlisting, interviewing, and recommending candidates for appointment.
Specialised Skills	Skills and knowledge specific to Montessori pedagogy, teaching practice, or other professional expertise essential to the role.
Transparency	Openness and clarity in decision-making processes, including documenting reasons for recruitment outcomes.
Workforce Diversity	A commitment to attracting and retaining staff from a wide range of backgrounds, experiences and perspectives to enrich the school community.

3. SCOPE

This policy applies to all recruitment processes for employees of Perth Montessori, including teaching, administrative, and support staff. Separate recruitment procedures outline the steps and responsibilities for implementing this policy.

4. POLICY STATEMENT

1. Perth Montessori is committed to recruiting staff of the highest calibre who support the values, philosophy and educational aims of the School. Recruitment will be conducted in a manner that is grounded in:
 - 1.1. Merit and Equity: Appointments are based on merit, with equity of opportunity afforded to all applicants regardless of gender, age, race, disability, religion, or other protected characteristics.
 - 1.2. Expediency: Recruitment processes will be conducted in a timely and efficient manner to minimise disruption to student learning and school operations.
 - 1.3. Specialised Skills: For teaching and leadership positions, priority will be given to candidates with Montessori qualifications, experience in Montessori environments, or a demonstrated commitment to undertaking Montessori training.
 - 1.4. Transparency and Fairness: Recruitment decisions will be evidence-based and clearly documented.
 - 1.5. Compliance: All recruitment practices will comply with applicable employment law, industrial instruments, and child safety requirements.
2. Guiding Principles
 - 2.1. Child Safety – Recruitment prioritises the safety and wellbeing of children, with rigorous screening and compliance with the Child Safe Standards.
 - 2.2. Workforce Diversity – The School values a diverse workforce and encourages applications from a broad range of backgrounds and experiences.
 - 2.3. Capability Alignment – Positions will be filled by candidates who best meet the required skills, qualifications, and values alignment, with particular attention to Montessori pedagogy in teaching roles.
 - 2.4. Continuous Improvement – Recruitment practices will be periodically reviewed to ensure they remain fair, effective, and responsive to the needs of the School community.
3. Responsibilities
 - 3.1. Board: Endorses this policy and ensures alignment with governance and compliance obligations.
 - 3.2. Principal: Oversees recruitment processes and ensures decisions are consistent with this policy.
 - 3.3. Recruitment Panels: Apply the principles of merit, equity and transparency in shortlisting, interviewing, and recommending candidates.
 - 3.4. All Staff Involved: Maintain confidentiality and uphold child safe practices during recruitment.

5. REVISION HISTORY

#	Date	Owner	Change
v1.0	09/02/2005		Original Policy
	Term 2 2015	Business Manager	Reformatted, removal of procedures
V2.0	6 October 2025	Sally Alderton	New Policy – template and reviewed content