



GRANGE SCHOOL
A Culture of Continuous Improvement

Recruitment Policy

Compiled by: Signature: Date:	Approved by Governing Body () Signature: Print name: Date:
Revision Number:	Next Review date:

Recruitment Policy

Grange Human Resources Foundations

Our Human Resources Vision

The Human Resources Department of Grange School aspires to balance organisational needs of the school with the well being of the work force.

Our Human Resources Mission

The Grange HR Department strives to provide a service which supports and enhances the school's mission statement of maintaining a culture of continuous improvement to become one of the leading schools in Nigeria. The Human Resources Department therefore holds the view that it has responsibility to recruit and retain well qualified and experienced staff, maintain positive employee relations, promote organizational and individual employee development, ensure competitive compensation and benefits, efficient Human Resources Information Management and regulatory compliance to relevant authorities.

Our Human Resources Strategic Approaches

Develop and sustain a work place guided by principles of fairness, equity and understanding.

Commitment to the growth, the enrichment and success of the Grange Staff.

Continuously review and improve the department's processes to achieve the best practices in Human Resources Management.

Utilize technology and other available resources to enhance and streamline information management and dependable service delivery.

Help employees understand what is expected of them and whether they are meeting expectations.

Strive to help employees understand how their work contributes to the overall mission of the school.

Extend appreciation and recognition to employees for excellent performance

Our Human Resources Values

- We value our employees and strive to be respectful of their concerns, responsive to their needs and committed to their success.
- We are committed to promoting and maintaining the highest ethical and professional standards in our work.
- We value excellence, innovation, creativity continuous learning and improvement.
- We value team work and a productive work ethic.
- We value honesty, openness and integrity in our interactions.

All enquiries to be directed to: hra@grangeschool.com