

Information about Mount Evelyn Christian School

Mount Evelyn Christian School (MECS) has a vision to “Seek the Kingdom of God in Education”. MECS is one of the sixty-six Christian Education National (CEN) schools throughout Australia, and has been operating in its current bush setting in the outer suburbs 40km east of the Melbourne CBD since 1973.

MECS has over six hundred and twenty students from Kindergarten to Year 12. The school is governed by a Board of Directors whose members are elected by parents who are members of the School Association. Four Executive Leaders (Principal, Assistant Principal Primary, Assistant Principal Secondary and Administration Manager) have been appointed to care for the daily running of the school.

The school community endeavours to have all areas of life within the school actively respond to the revelation of God in the Bible. The school helps young people develop their gifts and find their purpose in life, as well as to prepare them for service in whatever pathway God is calling them to. The school assists parents to raise self-disciplined, responsible and adaptable citizens who are aware of the strengths and weaknesses of the society in which they live. The school seeks not to be exclusive but to provide places for the children of every family, particularly Christian families, who seek a Christian education for their children.

Over the years MECS has developed its own approach to the educational task. Much work is done to develop an integral curriculum that spans from Primary School through to Year 9. The school has a heavy emphasis on learning beyond the classroom, which includes excursions, camps and the work place. Research skills, confidence and the use of the 30,000 item resource centre is more important at MECS than textbooks. The staff seeks to exercise discipline that is formative of the responsible individual rather than merely conforming to a set of rules. The school has a dress code rather than a uniform. The school is structured to deter teachers from working in isolation and encourages teamwork.

MECS seeks in its curriculum and teaching methods to take seriously what is revealed in the Bible about God, his creation, the nature and purpose of mankind, community, the effects of the fall, and the life, death, resurrection and Kingdom of our Lord Jesus Christ. As a Christian teaching community we approach the popular principles and practices of humanist and rationalist educators very cautiously, seeking to evaluate them in the light of the Biblical revelation. This means that members of our teaching team need to be committed Christians and active in their respective churches. They need to share the same basic evangelical Christian beliefs as the school, as stated in the school's Educational Creed.

It also means that the teaching team needs to possess skills and insights to equip it for this work. To this end, all members of our teaching staff agree on appointment to undertake specialist studies through the National Institute for Christian Education. Usually teachers take up these studies after a year of settling into the school. The school provides financial support and generous study release time to encourage teachers in fulfilling this obligation. Teachers who have fulfilled the obligation receive an additional increment to their salaries. All teachers new to Mount Evelyn Christian School are involved in an Orientation and Induction process early in the school year.

The school is divided into Kindergarten, Primary and Secondary. There is a Director of Kindergarten and an Assistant Principal Primary and Assistant Principal Secondary.

The Kindergarten has 4 classes (over K3 and K4) and around 80 children. **Primary School** (F to 6) has around 250 students with eleven class teachers plus specialists in Phys Ed, Music, Indonesian and various other supporting teachers. The **Middle School** (Yrs 7 to 9) consists of around 180 students with nine Cultural Studies/homeroom class teachers plus additional specialists in Phys Ed, Art/Craft, Maths, Language, Music, English and Science. The **Senior School** (Yrs 10 to 12) has around 140 students with a number of full time and part time teachers across a range of subjects. The Middle School and Senior School both come under the leadership of the Assistant Principal - Secondary.

The school works in line with the Victorian Curriculum. Ensuring that standards for learning are met in the development of our biblically-informed integral curriculum. We call it “integral” as it attempts to reflect the reality that all things created by God have reference in all the so-called subject areas.

We believe that when the child explores the creation, it is better not to artificially divide that study into separate categories, which are more appropriate for adults. We try to relate the skills work done to the topic the class is exploring in its core studies, at any given time. Such an approach to curriculum allows great freedom but demands creative and cooperative work from our teachers.

Middle School, (Years 7 to 9). functions within the larger school as a sub-team led by the Middle School Coordinator and the Assistant Principal – Secondary. Each year level is divided into three classes, with a Cultural Studies teacher appointed to act as an advocate and pastoral support person for the students. Year 9 offers a slightly different approach to learning with the Open Village Program; where students are given greater autonomy over their learning program within their Cultural Studies curriculum.

Senior School, (Yrs 10 to 12), functions within the larger school as a sub-team led by the Senior School Coordinator, VCE Coordinator and the Assistant Principal - Secondary. It comprises the three year levels, with Year 10 being introduced to Senior Secondary education and undertaking some early VCE units. Year 11 generally undertakes Units 1 & 2 VCE units and Year 12 Units 3 & 4. All senior school students can undertake VET units through the local VET cluster. Teachers not only are expected to professionally and competently teach their allocated subject load, but are also expected to serve in a pastoral and devotional leader role.

The SS curriculum whilst teaching within the prescription of the VCE also seeks to developed and guide the biblically informed mind. Teachers are expected to develop biblically informed ‘perspectival’ insights into their subject areas and ensure that impacts their teaching. Such insights are not developed alone, but within the school staff team context. Further to teachers guiding ‘perspectival insight’, students are compelled to undertake ‘Christian perspectives’ based subjects in each of the three year levels.

Our support and administration staff make up a substantial and important part of our staff team: All sections are supported by a library staff of a teacher/librarian, library technician and library assistants. Further Support is also offered to staff with an ICT Learning and Tech Support Team and a Science Lab Technician. Our Education Support team comprises A Primary Ed Support Coordinator, Secondary Ed Support Coordinator, Primary Ed Support Teacher, Middle School Ed Support Teacher, Senior School Ed Support Teacher and a number of Learning Assistants and Tutors across each of the sections. The Ed Support team work to ensure that our students with additional learning needs, and the staff who teach them, are well supported.

For more information about MECS, please make yourself familiar with the links below:

- [MECS Website](#)
- [MECS Focus on Identity](#)
- [Educational Creed](#)
- [Focus on Child Safety Document](#)
- [FAQs](#)

Application Procedure

1. Your application must include the following documentation:
 - Application Form (downloaded from MECS website).
 - Resume (Curriculum Vitae) should include the following information:
 - a) Personal details (name, address, telephone numbers).
 - b) A summary of the work you have completed, beginning with the most recent. Include dates and give details of the type of tasks that were required in each job.
 - c) Details of your involvement in Church activities.
 - d) Your education and training achievements. Include any education you are currently undertaking.
 - e) Any activities you have undertaken outside of work which are relevant to the application.
2. **Covering Letter**
The covering letter is an introduction to your application. You may wish to summarise your application and emphasise your strongest points and achievements. Also outline how your Christian faith affects your work.
3. **Referees**
Referees should be contacted for approval before listing them in your application.
Provide names, work addresses and contact telephone numbers of referees.
Referees who are able to comment on your work experience and church involvement should be included.
4. **Forward your application paperwork to Michelle Smith, HR Administrator; msmith@mecs.vic.edu.au.**

Job Details

Responsible to	Administration Manager
Time Fraction	Full time plus possible after hours responsibilities. Additional hours are payable if called out on an emergency or security matter, or if required for back up bus driving.
Hours of Attendance	8.00 am to 5.00 pm, including 30 min morning tea break and 30 min lunch break, subject to flexibility
Holidays	4 weeks annual leave. Timing negotiated for school term time and school holidays. One day time in lieu for each working bee (currently six per year).
Conditions	Level 6 under the Educational Services (Schools) General Staff Award 2010, and the National Employment Standards (NES) within the Fair Work Act 2009. The School will provide a mobile phone and laptop computer for the Property Manager. In light of tasks required of the Property Manager whilst coming to or going from school, if a school vehicle is available, it will be provided to facilitate those tasks.
Essential Skills and Training	Medium Rigid driver's licence First aid certificate

Property Manager

SPECIFIC RESPONSIBILITIES	
Responsibility:	Tasks include
Property Management	<ol style="list-style-type: none"> 1. Plan for and organise for the effective, on-going maintenance of the school campuses. 2. Prepare and implement an annual prioritised maintenance schedule that covers all areas of building and grounds. 3. Supervise the Grounds and Maintenance Assistant/s. 4. Assist the Administration Manager in establishing the cleaning contract. 5. Supervise the cleaning contract. Conduct an annual review of the cleaning contract. 6. Oversee the Carpet, Painting and Furniture Audit and Replacement Schedule. 7. Implement effective systems to manage the Essential Services Register and Maintenance. 8. Oversee planning and maintenance of gardens. 9. Manage and maintain school operations equipment. 10. Respond to property and equipment damage, and maintenance emergencies (this may include after-hours). 11. Report regularly to the Administration Manager. 12. Any other property duties as required by the Administration Manager.

Project Management	<ul style="list-style-type: none"> 13. Supervise all projects allocated by the Administration Manager. 14. Provide advice to the Administration Manager on projects. 15. Establish small maintenance contracts as required, e.g. plumber, electrician, glazier, airconditioning, etc. Establish an approved list of trades-people.
Parent Involvement	<ul style="list-style-type: none"> 16. Coordinate the MECS campus Working Bees (currently six per year). 17. Assist the Ranges TEC Director as required to enable Ranges TEC campus and farm working bees. 18. Oversee Parent Involvement in stewardship of the school campuses.
Workplace Health and Safety	<ul style="list-style-type: none"> 19. Assist the Administration Manager in relation to Workplace Health and Safety (WHS) matters. 20. Assist with monitoring the school's WHS performance. 21. Participate as a member of the MECS WHS Committee. 22. Put into effect outcomes of WHS review and planning. Adopt these into maintenance and planning systems.
Bus Matters	<ul style="list-style-type: none"> 23. Operative Assistant to the Accountant who is the Bus Coordinator. 24. Manage bus bookings (with assistance from Administrative staff). 25. Supervise the training of drivers. 26. Manage the bus Log Books. 27. Manage the maintenance schedule of buses. 28. Serve as back-up bus driver as required.
Security	<ul style="list-style-type: none"> 29. Oversee the MECS Security Officer. 30. Assist Ranges TEC Administration staff with security matters. 31. Respond to calls by the Security Officer in case of security issues after hours. 32. Manage keys with the assistance of administration staff.

Camping Facilitator

SPECIFIC RESPONSIBILITIES	
Responsibility:	Tasks include
Camps	<ul style="list-style-type: none"> 1. Camps – Facilitate and participate as required in Term One and Term Four Middle School Outdoors camps, Centre Trip, and other similar camps as may be developed within the curriculum. 2. Provide logistical support for other outdoor camps as required.
Planning	<ul style="list-style-type: none"> 3. Book necessary camp facilities, buses, hired equipment and other relevant matters for camps as required by Coordinators.

Buses	4. Provide backup bus driving for camps as required.
Equipment	5. Manage relevant camping equipment – including acquisition, maintenance and disposal. 6. Provide input to teachers on camping equipment.

The Job Description detailed above is not exhaustive and those with the authority to direct the Property Manager may at their discretion vary the responsibilities of the position as required.