

Information for School Catering Officer 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 eighty-seven 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 five hundred and seventy 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. 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. The curriculum to Year 9 is integral rather than subject-based. The school keeps to a minimum the practice of grouping children in single-age classes, preferring learning groups that span two or three years. 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](#) (download from our website www.mecs.vic.edu.au).

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.

The school is divided into three sections, each with its own Coordinator. These sections are: **Primary School** (K to 6) 220 students with eleven class teachers plus specialists in Phys Ed and Music. **Middle School** (Yrs 7 to 9) 190 students with nine full time class teachers plus additional specialists in Phys Ed, Art/Craft, Maths, Music, English and Science and **Senior School** (Yrs 10 to 12) 140 students with a number of full time and part time teachers.

The school is not bound to the VELs, although these are used as a general reference. Instead we have a school-based 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.

Senior School, (Yrs 10 to 12), functions within the larger school as a sub-team led by 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. VCAL is also offered to Year 10 to Year 12 students, and all senior school students can undertake VET units through the local VET cluster. Teachers in the Senior School work within a team of approximately 12 teachers (mostly full time) who teach within the Senior School. 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. All teachers new to Mount Evelyn Christian School are involved in an Orientation and Induction process early in the school year.

The SS curriculum whilst teaching within the prescription of the VCE also seeks to develop 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. All sections are supported by a library staff of 1.5 teacher/librarians, library technician and library assistants. A full time equivalent of approximately eight literacy, numeracy, integration and laboratory aides also support the teaching team. Further to this, we encourage teachers to partake of the school's computer network facilities, which are supported by our ICT Department.

Application Procedure

1. Make yourself familiar with the school's [Educational Creed](#) and the outline of the school as described through the questions and answers on the website at [About MECS – FAQ](#).

Your application must include the following documentation:

- Application Form for advertised position.
- 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. Your letter should address the job specifications telling us of your understanding of the role of Catering Officer in a Christian school. 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.

5. Once the above materials are received they will be processed by the application panel.

6. **Forward your application**

Email your application to Michelle Smith msmith@mecs.vic.edu.au

Job Description for School Catering Officer

Specific Responsibilities	
Responsibility	Tasks Include
Organise, prepare and serve food	Understand the characteristics and requirements of each event, including number of guests and type of food required. Organise, order/prepare and serve food.
Set up for events and clean up afterwards.	Set up (and/or organise volunteer help) for school events. Clean up (and/or organise volunteer help) after school events.
Recruit, train and manage a team of volunteers.	Recruit volunteers from within the school community who are willing to assist at larger catering events. If necessary, train/prepare the volunteers for a specific event.
Manage the catering equipment.	Maintain the equipment and replace when necessary. Keep equipment and supplies in an orderly manner paying close attention to use-by dates and storage requirements.
Administrative Tasks	Liaise with the Office Manager on a regular basis. Manage the Google Catering calendar. Maintain email contact as necessary.