



# Mount Evelyn Christian School

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## Business Manager Information Pack





# At Mount Evelyn Christian School

## *We Value...*

### Direction

A transforming biblical perspective

### Partnership

Genuine connection between home and school

### Discipleship

Life equipped to make a difference

### Distinctive

Creative all-of-life curriculum

### Community

Vibrant learning environment



# *Mount Evelyn Christian School*

Situated in the eastern suburbs of Melbourne, MECS is one of over seventy Christian Education National (CEN) schools throughout Australia. Celebrating its 50th Anniversary in 2023, MECS has over seven hundred and twenty students from Kindergarten to Year 12, and a second campus nearby, Ranges TEC, offering vocational training to over 200 Year 10-12 students.

The school is governed by a Board of Directors whose members are elected by parents who are members of the School Association. A number of executive leaders have been appointed to care for the daily running of the campuses, and report directly to the Principal. The school community seeks to have all areas of life within the school actively respond to the revelation of God in the Bible. In doing so, 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 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. MECS has a vision to 'Seek the Kingdom of God in Education' and over the years MECS has developed its own educational approach to this ongoing task. The school has a heavy emphasis on learning beyond the classroom, which includes excursions, camps and the workplace. The staff seeks to exercise discipline that is formative and restorative, rather than merely conforming to a set of rules. The school has a dress code rather than a uniform. The school is structured so that teachers work in teams. MECS seeks in its curriculum and teaching practice, 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 Jesus Christ.

As a Christian teaching community we seek to critique the prevailing narratives of the time, seeking to evaluate them in the light of the Biblical story. This means that members of our staff 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 MECS teaching staff agree on appointment to undertake specialist studies through the National Institute for Christian Education. All staff new to Mount Evelyn Christian School and Ranges TEC are involved in an induction process, to make clear the vision of Christian education.



# *Our Vision & Mission*

## Seeking the Kingdom of God in Education

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We provide Parent-governed, Christ-centred schooling with learning experiences that challenge each student to actively live for God in His world, while partnering with Christian parents in the nurture of their children at a price affordable to those who are committed.

## To equip and train people for service, stewardship, and work in God's world.

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Ranges TEC provides quality vocational education and training within a learning community characterised by faith, hope, love, joy, peace and service.

We aim for students to discover and develop their God-given gifts, grow their biblical understanding of the world and to strive for authentic character in their lives.





# *Business Manager Summary*

The Business Manager is to serve as the Executive responsible for the financial and business operations of the school. The Business Manager is accountable for contributing to and delivering the strategic vision of MECS in terms of its stewardship and provision of resources, financial and administrative activities and property development to achieve the intended educational outcomes.

The Business Manager is appointed by the Board and reports to the Principal. The Business Manager is a member of the School's Executive Team, with responsibilities to the School Board.

The Business Manager will play a key role and participate in the following committees:

- Risk & Finance Committee
- Infrastructure Planning Committee
- Infrastructure Master Plan Working Group

The Business Manager:

- Serves under the Lordship of Christ, faithfully executing the responsibilities detailed in this description.
- Understands the direction of the Association (as articulated by the Board) and serves within the authority of the Business Manager office to assist in the realisation of this direction.





# Primary Objectives

1. To function as part of the school's Executive together with the Principal and Assistant Principals
2. To establish and direct all financial policies of the Association and provide financial information to the Principal, and in close collaboration with the Board Treasurer and Finance Committee.
3. To develop rapport and close working relationship with the Principal, Board Treasurer and to take responsibility for the non-teaching activities of the school.
4. Oversee, guide and direct the financial and business operations of the Association including ensuring adequate financial controls over income, recurrent expenditure, capital expenditure and investments as required.
5. Oversee the infrastructure, maintenance, security, safety and resource management of the Association's school campuses.
6. Oversee Financial and Operational Risk across the school including risk assessments, proactive risk management, reporting and communication
7. To lead, direct and coordinate personnel and administrative activities of the school including the Administration, Property and Maintenance and ICT departments.
8. To liaise and build relationships with external business stakeholders.
9. Develop, implement and improve the Association's Risk Management Policy and associated risk management framework.
10. Ensure the Association meets its compliance obligations.
11. To maintain a highly visible presence within the school community as a senior member of staff.



# Specific Areas of Responsibility

The following are the key areas of responsibility for the Business Manager and will form the basis of ongoing review.

## GENERAL

The Business Manager is the key financial manager of the school. As such, the Business Manager will:

- Lead by example and assist the Principal to maintain the school's Christian ethos
- Uphold the Principles and Values of the School and implement the policies that are approved by the School Board.
- Provide innovative leadership to the Staff: directing, stimulating, assisting, coaching and empowering all administrative and other non-teaching staff.



## FINANCIAL MANAGEMENT AND LEADERSHIP

- Direct supervision of the Assistant Finance Manager and other members of the Finance team.
- Ensure that there is proper accounting control over all income and expenditure.
- Develop accounting policies and procedures to ensure strong systems of internal control, support and segregation of duties where practicable.
- Oversee fee assistance applications.
- Prepare and lodge appropriate grant applications
- Attend all assigned committee meetings, Board meetings and other meetings as requested by the Principal.
- Advise the Principal on new and existing staff salary levels and conditions of employment in accordance with the relevant awards and employment contracts.
- Prepare end-of-year financial statements and statutory returns in accordance with relevant legislation.
- In conjunction with the Assistant Finance Manager, ensure the financial statements are audited and lodged within the prescribed time.
- Manage all interactions with the Australian Taxation Office, including lodgement of necessary taxation returns (BAS/PAYG/GST/FBT)



# *Specific Areas of Responsibility*

## **FINANCIAL MANAGEMENT AND STRATEGIC PLANNING**

- Preparation of management accounts as required by the Principal and Finance Committee Meetings including written reports highlighting any issues that need to be considered by the Finance Committee or the Board.
- In conjunction with the Assistant Finance Manager and the Principal, preparation of the annual budget and financial master plan for all aspects of the School's operations.
- Monitoring the School's cashflow and arranging investment of surplus funds or drawdowns of borrowings as required.
- Negotiation of loans/finances with bankers and other financial institutions.
- In association with the Principal and the Assistant Finance Manager, establish long term financial plans.
- Engage in strategic and appropriate fund-raising strategies.

## **PROPERTY/CAPITAL PROJECTS MANAGEMENT**

- Oversee the work of the Property Manager including regular meetings to review the building and maintenance schedule.
- Report to the Infrastructure Planning Committee (IPC) and Board about infrastructure developments and capital works.
- Function as the School Infrastructure Coordinator (SIC) (see IPC working guidelines). The SIC is the school's key liaison person in regards to all infrastructure projects. This includes attendance at Site Meetings.
- Be familiar with the school's Infrastructure Master Plan (IMP), Landscape and Vegetation Master Plans, and related policy documents.
- Manage all school plans and related documents.
- Oversee grant submissions for the Block Grant Authority.
- Oversee the school's contractor management system.
- Oversee the school's security staff and systems.
- Oversee the school's phones, bells and alarm systems.



# Specific Areas of Responsibility

## ICT MANAGEMENT

In conjunction with the Principal and Manager of IT, the Business Manager will oversee the strategies of hardware and software development and the resources requirements for both students and administration.

In addition, the Business Manager will:

- Oversee the work of the IT Manager
- Monitor and review administration of ICT systems including both hardware and software.
- Support and monitor the implementation of the ICT strategic educational plan.

## OCCUPATIONAL HEALTH AND SAFETY (OH&S)

The Business Manager will be one of the key staff members in relation to occupational health and safety. Involvement in OH&S matters require:

- Maintain awareness of current legislation.
- In conjunction with the Principal, Assistant Principals and the Property Manager, ensure that proper practices are adopted and followed by all staff.
- In conjunction with the Property Manager ensure that all buildings comply with OH&S and Essential Services obligations.
- Oversee the safety officer in the execution of WHS work.
- Oversee the school's emergency management procedures and drills.
- Attend the Workplace Health and Safety meetings.





# *Specific Areas of Responsibility*



## **POLICY DEVELOPMENT**

- Support the Principal and Board in Policy Development related to relevant areas of responsibility.
- In conjunction with the Principal and Finance Committee, regularly monitor and evaluate school policies relevant to the areas of responsibility and the structures and procedures for the implementation of those policies reflecting the changing needs of the school.

## **PERSONAL GROWTH AND WELFARE**

- Continually develop, clarify and articulate understanding of the nature, purpose and practice of Christian Education.
- Develop a personal development plan.
- Attend professional conferences, meetings, seminars and courses on a regular basis.
- Nurture all aspects of personal well-being.

# *Specific Areas of Responsibility*

## **INVOLVEMENT IN THE LIFE OF THE SCHOOL**

The role of Business Manager requires involvement in the following areas:

- Attending Staff, Executive Leaders, Board and Committee meetings where applicable.
- Being involved in School events such as Open days, Staff meetings.
- Supporting Staff and interacting with parents.
- Where required, provide pastoral care to non-teaching staff.

## **KEY RELATIONSHIPS**

The Business Manager will foster and nurture key professional relationships with the following:

- Principal
- Board
- Assistant Principals
- Office Manager
- IT Manager
- Property Manager
- Assistant Finance Manager
- Bank and other Financial Institutions
- Independent School Victoria (ISV)
- Christian Education National (CEN)
- Relevant committee Chairs
- Relevant consultants





# Agreed Standards of Performance

Performance will be measured using the Specific Areas of Responsibility, and determined against evidence of the following particular standards:

- Achievement of stated goals aims and objectives.
- Exhibited Christian tone and character of the staff under your direction.
- Level of awareness of Administrative policy, procedure and rules.
- Organisation, development, evaluation and supervision of non-teaching staff.
- Resolution of conflict situations.
- Maintenance of personal awareness and experience in appropriate areas of School Administration.
- The quality and effectiveness of School's financial and business procedures as described above.
- A positive working relationship with the Principal and other Executive Team Members.
- The quality and effectiveness of the support, guidance and direction provided to other staff in the management of their respective budgets and expenditure.
- The efficient maintenance of accurate records and the accounting system or equivalent experience.
- The provision of accurate, timely reports and other information as requested.
- The efficient management in particular the Administration, ICT and Grounds and Maintenance Staff.





# School Expectations

- Perform their responsibilities in a manner which reflects the MECS mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Model and promote the Christian teaching and values of the School
- Support MECS' guidelines and policies.
- Implement the programs, teaching practices and other activities as decided by the School.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team/s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members
- If required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform their responsibilities in a manner which reflects the Schools zero tolerance for child abuse and in accordance with the schools Child Safety policies.
- Familiarise themselves and comply with the relevant policies including Occupational Health and Safety.







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