



# BUSINESS MANAGER

## INSTRUCTIONS FOR APPLICANTS

### APPLICATION PROCESS

Applicants for the position of Business Manager at Catholic Regional College Melton are asked to ensure that the following documentation is submitted by the due date:

- 1) College Application Form
- 2) A one-page letter addressed to the Principal, outlining reasons for your interest in the position.
- 3) A statement of no more than four pages addressing each of the Essential and Highly Desirable **Selection Criteria**
- 4) Contact details of three (3) referees. Please be aware that the Selection Panel reserves the right to consult with other persons not listed as referees.
- 5) Copy of Academic Transcript/s
- 6) Curriculum Vitae (optional)

**Please note:**  
**Applications must be received by**  
**5.00pm ON MONDAY 7 DECEMBER 2020**

Further information about the College is available on the College website ([www.crcmelton.com.au](http://www.crcmelton.com.au)).

Applications should be marked 'CONFIDENTIAL' and addressed to:

Email: The Principal  
Mrs Marlene Jorgensen  
[employment@crcmelton.com.au](mailto:employment@crcmelton.com.au)

Post: The Principal  
Mrs Marlene Jorgensen  
Catholic Regional College Melton  
PO Box 530  
MELTON VIC 3337

Note: All applications received will be acknowledged by reply email. Please contact us if you do not receive acknowledgement of receipt within 5 days.



## VISION STATEMENT

The founding Principal of CRC Melton, Sr Helen Reed, described the school's philosophy as follows:

*"In this Catholic school we would aim through our education and our teaching of the Catholic faith to create a Christian educational community where human knowledge, enlightened and enlivened by faith, is shared by teachers, students and parents in a spirit of freedom and love".*

This is a goal worth striving for and we do so with faith and hope, knowing that Christ is the source of our efforts and our unity. As a Catholic school, we aim to:

- show the vital place of faith in living
- offer experience of prayer and worship
- develop values of empathy, service and love.

## MISSION STATEMENT

Our College mission is to nurture the personal, spiritual and academic growth of each individual in this community in an atmosphere of faith, care, support and encouragement.

We aim to foster the growth of personal worth and to develop the gifts of each individual through the pursuit of prayer, knowledge, communication and service to each other.

While respecting individual differences, we challenge each other to use our talents in the best way possible.

We encourage personal excellence, self-discipline, and a sense of responsibility, which is displayed in our respect and concern for the well-being of all.

Through this community of purpose, Catholic Regional College - the students, parents and staff - will be a sign of God's presence in the local community.

**Our goals are:**

- Catholic values
- Community responsibility
- Lifelong education
- Critical thinking
- Learning through experience
- Flexible and contemporary programs
- Building resilience

