

### The opportunity

- 6-month maternity cover, commencing early February 2026 until early September 2026.
- While full-time is preferred, part-time arrangements may be considered for the right applicant.
- Based at our Kings Park Corporate Services office.
- This role is central to supporting our six Schools and five Early Learning Centres.
- Administrative tasks include managing employee and contractor compliance, recruitment tasks including posting job adverts, coordinating applicants, drafting employment contracts, onboarding successful applicants and assisting with HR projects as required.
- Visit <https://sunrise.sa.edu.au/careers/sas> to view the full Job and Person Specification for more information on the position.

### What we offer

- Competitive salary plus superannuation
- Discount on school fees
- Centrally located office with free onsite parking
- Employee Assistance Program
- Stunning workspace and ergonomic work environment
- On-site amenities (e.g., complimentary snacks, free machine coffee)

### About you

You are detail-focused, organised, and thrive in a fast-paced environment. With strong administration skills and a proactive approach, you enjoy balancing compliance requirements with supporting people. You have excellent communication skills, can manage sensitive information with discretion, and are confident working across multiple sites.

We are looking for someone who:

- Is a committed Christian who is active in church fellowship to join our vibrant Christian community.
- Has excellent verbal and written communication skills & outstanding attention to detail.
- Holds the required checks and training as outlined in the Job and Person Specification (or is willing to complete these prior to commencing).
- Previous experience in Human Resources will be highly regarded but not essential.

### About Sunrise Christian School

Sunrise Christian School provides Biblically based education that nurtures both the heart and mind, helping each student grow academically, spiritually, and socially. Founded in 1978, we create welcoming learning environments where passionate staff partner with families to inspire confident, faith-filled learners and future leaders. Located across South Australia, Sunrise is a proud member of Christian Schools Australia (CSA), with six schools and five Early Learning Centres (ELCs).

### Apply

Please submit your complete application by **8 January 2026** via the <https://sunrise.sa.edu.au/careers/sas> webpage, including submission of a cover letter and resume. Applications will be assessed as they are received.

For further information please contact our HR Team at [careers@sunrise.sa.edu.au](mailto:careers@sunrise.sa.edu.au) or by phone on 8465 6042