

# OFFICE ASSISTANT

## SUNRISE CHRISTIAN SCHOOL FULLARTON

Temporary Part-time Position (0.17 FTE)

### The opportunity

- The Office Assistant Position is 1 day a week for 41 weeks, working 8:00am to 4:00pm on Wednesdays (Day negotiable).
- Part-Time, 12-month temporary position, starting week of 26 January 2026.
- In this role, you will provide efficient administrative support to ensure smooth daily operations and a welcoming office environment.
- 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
- Potential for contract extension for 2027 or permanent placement based on performance and organisational needs.
- Employee Assistance Program
- Work in a supportive team environment with inclusive managers
- A vibrant workplace with regular social and community engagement opportunities

### About you

You are organised, proactive, and thrive in a fast-paced office environment. You enjoy supporting daily operations, keeping things running smoothly, and bringing a positive, can-do attitude to every task. We're looking for someone who is confident working with a range of people, adaptable to changing priorities, and eager to contribute to a welcoming, efficient office space.

We are looking for someone who:

- Is a committed Christian who is active in church fellowship to join our vibrant Christian community.
- Has an outstanding attention to detail.
- Has the ability to demonstrate excellent verbal and written communication skills.
- Holds the required checks and training as outlined in the Job and Person Specification (or is willing to complete these prior to commencing).

### 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 **9 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.