

The opportunity

- The Administration Assistant will provide a range of administrative services to the ELC Executive Director and local centre directors across our 5 ELC locations.
- Working 1 day per week on a day negotiated with the successful candidate, the position will commence in January 2026.
- Based at our Corporate Services Kings Park office, this role will be classified at Grade 1 of the SCS ELC Enterprise Agreement.
- Visit <https://sunrise.sa.edu.au/careers/elc> to view the full Job and Person Specification for more information on the position.

What we offer

- Competitive salary plus superannuation.
- Centrally located stunning workspace and ergonomic work environment.
- Free onsite parking & amenities (e.g., complimentary snacks, free machine coffee).
- Potential for contract extension or permanent placement based on performance and organisational needs.
- Employee Assistance Program.
- Work in a supportive team environment with inclusive managers.
- Be part of a vibrant faith-based organisation.

About you

You are a proactive and detail-focused admin assistant supporting our ELC network. If you're great at juggling priorities, communicating clearly, and staying one step ahead, this role could be a perfect fit.

We are looking for someone who:

- Is a committed Christian who is active in church fellowship.
- 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 commencement).

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 **Tuesday 6 January 2026** via the <https://sunrise.sa.edu.au/careers/elc> 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 or by phone on 8465 6042.