



SENIOR HR OFFICER

Part-Time Replacement position (maternity leave)
September 2025 to October 2026 (0.6 FTE)

The opportunity

We're seeking a Senior HR Officer to join our Corporate Services team on a maternity leave replacement contract, starting ASAP or by 1 September 2025, and concluding October 2026. This part-time role (3 days per week) includes Thursdays and Fridays, with the third day of your choosing.

Based at our Kings Park Corporate Services Office, you'll work closely with our CEO, Principals, ELC Executive Director, and school and centre staff. You'll provide HR support while leading key HR projects across the organisation. This position reports to the Senior HR & Payroll Coordinator.

If you're a people-focused professional with experience in HR and enjoy working in a faith-aligned, values-driven environment, we'd love to hear from you!

What we offer

- Competitive salary plus superannuation
- Salary packaging available
- Discount on school fees
- Employee Assistance Program for all staff
- Centrally located office with free onsite parking
- On-site amenities (e.g., complimentary snacks, free barista-quality coffee)
- Supportive team environment
- Stunning workspace and ergonomic work environment

About you

We are looking for someone who:

- Has relevant experience or qualifications in Human Resources, Industrial Relations, or a related field.
- Is a committed Christian who is active in church fellowship.
- Has an outstanding attention to detail.
- Has excellent verbal and written communication skills.
- Has or is willing to complete upon commencement: a current Working With Children Check, Responding to Risk of Harm, Abuse & Neglect in Education & Care (RRHAN-EC) training, National Police Check, and Protective Practices training.

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).

Further information

Please contact our HR Team at careers@sunrise.sa.edu.au or by phone on 8465 6042.

Apply

Applications will be assessed as they are received.

Please submit your complete application at <https://sunrise.sa.edu.au/careers/sas>, including submission of a cover letter and resume.