



SUNRISE
Christian School

OSHC Policy & Compliance Officer

Sunrise Christian School

Permanent Part-time Position (0.6 FTE)
3 Days a Week

Join our OSHC Team!

Faith-led. Future-focused. Community-driven

Are you the kind of person who thrives on creating order behind the scenes so children, families, and educators can flourish out front?

We're looking for an exceptional OSHC Policy & Compliance Officer to join our growing Christian Outside School Hours Care service and become a trusted support to our OSHC Directors across policy, compliance, quality, and operational excellence.

The Opportunity

Permanent Part-Time | **Immediate Start** | Base Location Fullarton

As our OSHC Policy & Compliance Officer, you'll work closely with the OSHC Directors to ensure our services remain compliant, organised, and operating at a high standard across all areas of the National Quality Framework. Working 22.5 hours per week, with working days to be negotiated.

What You'll Be Doing

- Coordinating compliance requirements across multiple services.
- Supporting OSHC Directors with policy development, review, and implementation.
- Assisting with Quality Improvement Plans (QIPs), audits, and assessment preparation.
- Maintaining accurate records, procedures, and documentation.
- Supporting staff onboarding and compliance processes.
- Helping ensure services align with the National Quality Standard and relevant legislation.
- Contributing to a positive, Christ-centred culture across the organisation.
- Providing operational and administrative support that keeps services running smoothly.

For full details about the role and requirements, please visit the [Sunrise OSHC Careers](#) to view the full Job and Person Specification.

Why Join Us?

- Meaningful work that supports children, families, and educators.
- Opportunities to grow and shape systems across services.
- A faith-based workplace with strong community values.
- Flexibility, purpose, and genuine impact.
- Competitive salary plus superannuation.
- Discount on school fees.
- Employee Assistance Program.

About you

You are a highly organised and proactive professional who thrives on creating structure, fostering positive relationships, and supporting teams to do their best work. With a strong ability to streamline processes and maintain efficient systems, you contribute to productive, well-organised environments. You are passionate about supporting OSHC settings that provide high quality outcomes for staff and students.

What we are looking for:

- Experience in policy and compliance is essential.
- Experience in OSHC, education, childcare, or community services is highly desirable.
- Knowledge of the National Quality Framework, National Regulations, and Child Safe Standards is highly desirable.
- Strong administrative and organisational skills.
- Excellent written communication skills.
- Confidence using digital systems and documentation platforms.
- A current Working With Children Check (or ability to obtain one).
- Relevant qualifications in education, childcare, administration, or leadership are highly regarded.
- Alignment with and support for Christian values and ethos.

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).

Ready to Apply?

If you're passionate about quality care, love bringing structure and excellence to busy environments, and want to be part of a Christian organisation making a difference in children's lives, we'd love to hear from you.

Apply now with your resume and a short cover letter via the [Sunrise OSHC Careers](#) webpage. Applications will be assessed as they are received. **Open until filled.**

For further information please contact our HR Team at careers@sunrise.sa.edu.au or by phone on 8465 6042.

- ~~We are seeking a trusted professional~~ to support our OSHC Directors across 5 locations in the areas of policy, compliance, quality assurance, and operational excellence.
- Experience in policy and compliance is essential. Experience in OSHC, education, childcare, or community services is highly desirable.
- Working 22.5 hours per week, with working days to be negotiated.