



OSHC PROCEDURAL SUPPORT OFFICER

Temporary Part-time Position (0.42 FTE)

The opportunity

We're on the lookout for a vibrant OSHC Procedural Support Officer (PSO) to join our team! Starting asap, you'll work 18.75 hours per week (Monday, Wednesday and Fridays) over 41 weeks per year, with the flexibility to spread your pay across term breaks for consistent pay. This role is flexible with possibility to work at any of our site OSHC locations as your main site.

In this role, you'll support our OSHC Directors across five locations—Fullarton, Paradise, Morphett Vale, Marion, and Whyalla—by developing and maintaining policies, assisting with recruitment and onboarding, and helping foster strong, collaborative teams. If you're organised, people-focused, and thrive in a supportive, purpose-driven environment—we'd love to hear from you!

What we offer:

- Competitive salary plus superannuation
- Discount on school fees
- Potential for contract extension for 2026 or permanent placement based on performance and organisational needs.
- Employee Assistance Program for all staff
- Supportive team environment
- Training opportunities
- Flexible work arrangements
- Whole school collaboration events and celebrations
- Work with supportive and inclusive managers

About you

You're proactive, organised, and love supporting others to thrive. With a strong eye for detail and a collaborative spirit, you bring structure and clarity across teams. You enjoy refining systems, supporting staff, and helping create positive, well-run OSHC environments.

We are looking for someone who:

- Holds an ACEQCA OSHC Approved Qualification
- 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.
- Has a current Working With Children Check, have completed Responding to Risk of Harm, Abuse & Neglect in Education & Care (RRHAN-EC) training, National Police Check and Protective Practices training or be willing to complete these upon 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).

Further information

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

Apply

Please submit your complete application by **3 August 2025** via the <https://sunrise.sa.edu.au/careers/oshc> webpage, including submission of a cover letter and resume. Applications will be assessed as they are received.