



GOVERNANCE SECRETARY

Permanent Part-time Position (0.4 FTE)

The position

We are excited to invite applications for the position of Governance Secretary at Sunrise Christian School. This pivotal role provides essential administrative support to the Adelaide Christian Schools (ACS) boards and committees, contributing to the effective governance of our school community and board compliance. This role requires a high level of confidentiality. In addition, there is a small Personal Assistant component to the role.

This is a permanent part-time position, with an immediate start. The successful candidate will work 15 hours per week at days and times as negotiated based on candidate availability and organisation requirements. Please note that some out-of-hours work will be required.

If you are highly organised, proactive, and eager to support the governance and strategic direction of a thriving school network, we would love to hear from you.

To be successful

We are looking for a committed Christian who is active in church fellowship to join our vibrant Christian community.

It is expected that applicants will:

- Be committed to Christ and able to demonstrate active church involvement.
- Have outstanding attention to detail.
- Demonstrate excellent verbal and written communication skills.
- Possess a current Working With Children Check and a National Police Check, or be willing to obtain these, and have completed Responding to Risk of Harm, Abuse & Neglect in Education & Care (RRHAN-EC) training, Protective Practices training or be willing to complete these upon commencement.

About Sunrise Christian School

Sunrise Christian School educates the hearts and minds of children to provide wisdom and an understanding of God. Established in 1978, we offer diverse learning opportunities set in a welcoming Biblically based environment, to give each student the opportunity to shine. We have six schools and five ELCs located in South Australia and are a member of Christian Schools Australia (CSA).

At our schools you will find wonderful staff that inspire generations of social influencers and disciples of faith. Our teams are engaging, motivated, and empowered in a holistic, Biblically-based manner to develop a love of learning in our students. We work with parents to support students' academic, social, and spiritual needs to help them fulfil their potential.

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 **29 January 2025** 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.