



# HUMAN RESOURCES ADMINISTRATOR

Permanent Full-time Position

## The position

We welcome applications to join the HR & Payroll Team where you will use your outstanding attention to detail, focus on accuracy, and initiative to assist in a variety of tasks including preparation of HR documentation. This role will commence ASAP.

You will receive thorough on-the-job training in all aspects of your role, though experience or study in human resources would be advantageous.

Pay rate will be at the School Assistants Grade 3 level as outlined in our Enterprise Agreement 2022, commensurate with qualifications and/or experience. The position is based at our Kings Park Corporate Services office.

A full Job & Person Specification is available on the [Sunrise Careers](#) webpage.

## 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](mailto:careers@sunrise.sa.edu.au) or by phone on 8465 6032.

## Apply

Please submit your complete application via the [Sunrise Careers](#) webpage, including submission of a cover letter and resume. Applications will be assessed as they are received.