



SENIOR HR ADVISOR

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

The opportunity

We're seeking an experienced and confident Senior HR Advisor 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 high-level HR advice and guidance while leading key HR and payroll projects across the organisation. This position reports to the Senior HR & Payroll Coordinator.

If you're a people-focused professional with strong project and advisory 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 committed Christians who are active in church fellowship to join our vibrant Christian community.

We are looking for someone who:

- Has qualifications in Human Resources, Industrial Relations, or a related field or has relevant experience in a similar role.
- 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 **20 July 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.