



CAREERS AT SUNRISE
CHRISTIAN SCHOOL

OFFICE ASSISTANT

SUNRISE CHRISTIAN SCHOOL MORPHETT VALE

Casual Position

The position

We welcome applications to join the vibrant team at Sunrise Christian School Morphett Vale in the position of Office Assistant. There is scope for work during Term 4 for numerous days per week and this may be ongoing casual work for the right candidate. You will provide administrative assistance under the direction of the Office Manager. In this diverse role you will provide a service of excellence to the community as well as first aid to the students. This casual position is available during school terms, and we're proud to offer our staff competitive rates that exceed industry standards. Come be a part of our dedicated team!

A full Job & Person Specification can be found at <https://sunrise.sa.edu.au/careers/professional>

To be successful

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

Applicants should:

- Be committed Christians, actively participating in a local church community.
- Have demonstrated experience in a similar administrative role.
- Possess excellent interpersonal, conflict resolution, and communication skills.
- Be able to prioritise tasks, show initiative, and approach work with flexibility and proactivity.
- Work well as part of a team.
- Be proficient in Word, Outlook, and other administrative software.
- Hold a current Working With Children Check and RRHAN-EC training, or be willing to obtain them.
- Hold a current Senior First Aid qualification, or be willing to obtain it.

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 located in South Australia and are a member of Christian Schools Australia (CSA). Sunrise Christian School Morphett Vale is an ELC-6 coeducational school.

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 the HR Team at careers@sunrise.sa.edu.au or on 8465 6042.

A full Job & Person Specification can be found at <https://sunrise.sa.edu.au/careers/professional>.

Application process

Submit your complete application with cover letter and resume by **13 October 2024** through the link at <https://sunrise.sa.edu.au/careers/professional>.