



SUNRISE
Christian School

Office Assistant Sunrise Christian School Morphett Vale

Temporary Position (1.0 FTE, School Weeks Only)

Join our Morphett Vale Team!

Commencing Immediately

Faith-led. People-focused. Community-driven

We are seeking a dedicated Office Assistant to join our vibrant team at Sunrise Christian School Morphett Vale. This is a wonderful opportunity for someone who enjoys creating a warm, professional and supportive environment where students, families and staff feel valued.

The Opportunity

Working School Weeks Only | Temporary Contract until end of 2026 | Potential Extension for 2027

As the first point of contact for our community, you will play an important role in the day-to-day life of our school. From welcoming visitors and assisting families, providing first aid to students, to supporting administrative tasks and assisting our staff. Your contribution will support our school community in educating hearts and minds.

- 37.5 hours per week, working school weeks only.
- Not required to work during school term break.

Visit <https://sunrise.sa.edu.au/careers/sas> to view the full Job and Person Specification for more information on the position.

What We Offer

- Competitive salary plus superannuation.
- Potential for contract extension for 2027 or permanent placement based on performance and organisational needs.
- Discount on school fees.
- Employee Assistance Program.
- Annual employee activities and celebrations.
- Be part of a vibrant faith-based organisation.

About you

You are an organised, friendly and approachable person who wants to make a meaningful difference in the lives of young people and their families.

We are looking for someone who:

- Is a committed Christian who is active in church fellowship to join our vibrant Christian community.
- Has demonstrated experience in a similar administrative role.
- Is proficient in Word, Outlook, and other administrative software.
- Possess excellent interpersonal, conflict resolution, and communication skills.
- Is able to prioritise tasks, show initiative, and approach work with flexibility and proactivity.
- Can respond calmly and proactively to student first aid needs

- Works well as part of a team.
- Holds the required checks and training as outlined in the Job and Person Specification (or is willing to complete these prior to commencing).

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).

Apply

Please submit your complete application by **31 August 2026** 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.

For further information please contact our HR Team at careers@sunrise.sa.edu.au or by phone on 8465 6042.