SUNRISE Christian School

Office Assistant

Sunrise Christian School Naracoorte

Temporary Part-time Position (0.07 FTE)

The opportunity

- Support our existing office team with general administration tasks one morning per week (3.5 hours) during school term and PD Week.
- This is a part-time position commencing in January 2027 on a 12-month contract.
- 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.
- Discount on school fees.
- Potential for contract extension for 2027 or permanent placement based on performance and organisational needs.
- Employee Assistance Program.
- Work in a supportive team environment with inclusive managers.
- Training opportunities.
- Be part of a vibrant faith-based organisation.

About you

You are organised, detail-focused and enjoy keeping things running smoothly behind the scenes. With an administrative mindset and a willingness to learn, you approach tasks with care, initiative and a positive attitude. You are reliable, adaptable and happy to support the team wherever needed, taking pride in your work and contributing to a welcoming and efficient office environment.

We are looking for someone who:

- Is suitably qualified.
- 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.
- 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 **15 November 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.