



OFFICE MANAGER

SUNRISE CHRISTIAN SCHOOL WHYALLA

Permanent Part-time

The position

We are seeking an enthusiastic Office Manager to join our team and make a difference! This pivotal role offers you the opportunity to work 37.5 hours per week across 46 weeks of the year, starting 13 January 2025. This exciting position is equivalent to 0.958 FTE and is perfect for someone who is passionate about creating a welcoming and efficient school environment.

As the Office Manager, you'll be at the heart of our school's administrative operations, guiding and supporting a small but dedicated team. This crucial role requires a proactive mindset, high levels of discretion, and the expertise needed to ensure that all student needs are met efficiently. We're looking for someone with exceptional interpersonal skills who can provide clear direction and unwavering support to our students, staff, Principal, and Office Administration staff.

Relocation Assistance

We have developed a Relocation Assistance Package to help new employees moving to Whyalla. This includes payment of relocation expenses and a relocation allowance paid for the first year of employment. Accommodation is available at the start of the year while the successful applicant finds their own home. Conditions of the package will be discussed with the successful applicant.

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 Whyalla is an ELC-10 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 **15 November 2024** through the link at <https://sunrise.sa.edu.au/careers/professional>.