



## EARLY LEARNING CENTRE ADMINISTRATION SUPPORT OFFICER

Permanent Part-Time

### **About Sunrise Christian School**

Sunrise Christian School Early Learning Centres is a part of the Adelaide Christian Schools community of schools. Sunrise Christian School Whyalla is an ELC-10, non-denominational, co-educational school that aims to provide training in Godly character and academics from a biblical perspective.

At our ELCs, 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.

### **The position**

We welcome applications for a permanent part-time Administration Support Officer to assist our Director and Assistant Director. The position will commence in early 2022 and will start at 7.5 hours per week. This may be spread over two days: hours and days will be agreed with the successful candidate.

### **To be successful**

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

It is expected that applicants will:

- Be committed to Christ and able to demonstrate active church involvement
- Have previous experience in a similar role
- Be able to work autonomously once tasks are delegated
- Demonstrate excellent verbal and written communication skills
- Provide a satisfactory Working With Children Check or be willing to obtain one

To be employed by Sunrise Christian School applicants must be vaccinated against COVID-19 or have an approved medical exemption endorsed by the Chief Public Health Officer (or delegate).

See next page for application process.

### **Further information**

Please contact Sarah at [careers@sunrise.sa.edu.au](mailto:careers@sunrise.sa.edu.au) or by phone on 8465 6032.

## **Apply**

Submit your complete application by **14<sup>th</sup> January, 2022** at [careers@sunrise.sa.edu.au](mailto:careers@sunrise.sa.edu.au).

Your application must include:

1. Your resume
2. Covering letter of interest
3. Application Declaration Form (available at <https://sunrise.sa.edu.au/careers/>)