



HUMAN RESOURCES ADMINISTRATOR

Replacement full-time or part-time position
18 – 37.5 hours per week

The position

We welcome applications to join the HR & Payroll Team where you will use your outstanding attention to detail and focus on accuracy to assist in a variety of tasks including preparation of HR documentation and support in payroll processing.

You will receive thorough on-the-job training in all aspects of your role, though experience or study in a human resources role would be advantageous. Your start date is negotiable but is desired as soon as possible.

Hours of work will be negotiated with the successful candidate and may be negotiated to be within school hours if necessary. Pay rate will be commensurate with experience in line with our Enterprise Agreement.

This position is a replacement maternity leave contract until February 2024 with the possibility of continued hours past this date. The position is based at our Kings Park Corporate Services office.

A full Job & Person Specification is available on the Sunrise Careers page:
<https://sunrise.sa.edu.au/careers/>

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 outstanding attention to detail
- Demonstrate excellent verbal and written communication skills
- Provide a satisfactory Working With Children Check or be willing to obtain one

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 and five ELCs located in South Australia and are a member of Christian Schools Australia (CSA).

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 Sarah at careers@sunrise.sa.edu.au or by phone on 8465 6032.

Apply

Submit your complete application through the link at <https://sunrise.sa.edu.au/careers/> including submission of a cover letter and resume. Applications will be assessed as they are received: if the job ad is live, it is still open for applications.