



CAREERS AT SUNRISE  
CHRISTIAN SCHOOL

# MANAGER HR & PAYROLL

Full-time or 2 x part-time positions,  
maternity leave replacement  
ASAP – February 2024

## **The position**

We welcome applications for the maternity leave cover position of Manager HR & Payroll. Responsible for providing human resources advice and support to the CEO, Principals, ELC Executive Director, and staff, this role is also responsible for driving HR and payroll projects. The position reports to the Manager Corporate Services, and has one direct report.

The successful candidate will commence ASAP as negotiated and will be based at our Kings Park Corporate Services office. The contract will run until approximately February 2024 with the potential opportunity for ongoing part-time work thereafter. We may consider part-time candidates to job share this role.

Please refer to the Job & Person Specification on our Careers page for further details.

## **To be successful**

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

You will:

- have previous experience in a similar role
- have a demonstrated service mentality and experience leading a small team
- demonstrate a high level of emotional intelligence and interpersonal and communication skills to successfully engage a range of stakeholders and quickly build strong and trusted relationships
- have the proven ability to complete variable workloads to a high standard and to deadlines
- have the proven ability to complete detailed work with a high degree of accuracy
- have a relevant qualification or equivalent experience
- 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 which are supported by a central Corporate Services office, and we are a member of Christian Schools Australia (CSA).

At our schools and 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.

### **Further information**

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

### **Application process**

Apply through [this link](#), including submission of a cover letter and resume. Applications will be assessed as they are received.