



CAREERS AT SUNRISE
CHRISTIAN SCHOOL

ADMINISTRATION ASSISTANT

SUNRISE CHRISTIAN SCHOOL FULLARTON

Casual position

The position

We welcome applications to join the vibrant team at Sunrise Christian School Fullarton in the position of Administration Assistant. You will provide administrative assistance including, but not limited to, sports administration, and a service of excellence to the school community on an as-needs basis.

A full Job & Person Specification can be found at <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 a committed Christian and in active fellowship of a local church
- Demonstrate proven administration skills in a similar role
- Demonstrate a high level of interpersonal, conflict resolution and communication skills
- Able to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks
- Able to work as a member of a team
- Be proficient in the use of Word and other administrative computer programs
- Possess a current Working With Children Check or be willing to obtain one
- Possess a current Senior First Aid qualification 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 located in South Australia and are a member of Christian Schools Australia (CSA). Sunrise Christian School Fullarton is an ELC-6 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 Alaina at careers@sunrise.sa.edu.au or on 8465 6032.

Application process

Submit your complete application by **8am, 6th February 2023** through the link at <https://sunrise.sa.edu.au/careers/>, including submission of a cover letter and resume.