



**MALEK FAHD  
ISLAMIC SCHOOL**

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**Administration Officer- Full-time  
Hoxton Park Campus**

**About the School:**

Malek Fahd Islamic School Ltd (MFIS) is a growing Kindergarten to Year 12 Muslim School with more than 3000 students across three locations with four campuses.

**Our Vision:**

The leading school for Islamic education in Australia.

**Our Mission:**

Empower every learner to achieve their full potential through an Islamic education.

As members of the MFIS community, staff will foster an environment that nurtures God-consciousness (taqwa). We embody the Islamic values of honour, humility, self-respect and dignity. At MFIS, we align with the religious consensus (ijma') that is established in the Quran, the teachings of the Prophet Muhammad (peace be upon him) and Sunni scholarly tradition spanning fourteen centuries.

View our Statement of Faith here: <https://www.mfis.nsw.edu.au/our-school/careers>

**About the Role**

The role of the Administration Officer is a critical support role to the school's administration. As a customer-facing role for the school, you will be responsible for the welcoming of the school's community members and guests. The position will initially be based at Greenacre but may be required to move across campuses.

**Selection Criteria**

- Demonstrates and displays an understanding of the Islamic ethos of the school, supporting the school's philosophy, values, beliefs, and mission whilst contributing to a caring and supportive environment for all students, parents, and staff.
- Experience in a receptionist/administration role preferably in a school setting.
- Experience in using a student management system would be advantageous.
- Knowledge of Microsoft Office (Word, Excel, Access and Outlook).
- Confidential, well organised and possess excellent communication skills with attention to detail.
- Proactive, ability to multi-task and balance competing demands and priorities.
- Enthusiastic, professional attitude with ability to work under minimum supervision and under pressure.
- Capacity to deal with customer enquiries in a calm, effective, proactive and professional manner.
- The ability to deal with sensitive issues with confidentiality is essential.

Note: This is not an exhaustive list of responsibilities or criteria.



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## Benefits of Working at MFIS

MFIS is an employer that promotes staff excellence and offers a range of additional benefits, including:

- A competitive salary
- Access to salary packaging options to maximise employee benefits and salary
- Access to onsite parking
- Access to Employee Assistance Program
- Wellbeing programs and initiatives
- Opportunities for professional development and growth
- Supportive and collaborative team environment
- Fantastic opportunity to gain experience in a highly regarded Independent School

## The Application Process

When preparing your application for our consideration, please include:

- A covering letter addressed to the Principal
- Your Curriculum Vitae (CV) including telephone contact details of three supporting referees
- Relevant qualifications
- Current WWCC and expiry date

Applications close at 9.00am on **Friday 19<sup>th</sup> of July 2024** and should be addressed to:

Dr Zachariah Matthews  
Principal  
Malek Fahd Islamic School  
T: (02) 8732 7800  
E: [HR@mfis.nsw.edu.au](mailto:HR@mfis.nsw.edu.au)

*MFIS is committed to the safety, protection and wellbeing of all our students. All prospective staff are required to be suitable and committed to protecting students from abuse or harm in the school environment. Staff are expected to satisfy child protection screening and adhere to the School's Child Protection Policy and Code of Conduct.*