



**MALEK FAHD  
ISLAMIC SCHOOL**

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**Facilities Manager-Full time  
Based at the Greenacre 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.

[Click here to view MFIS's Statement of Faith](#)

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.

**Relevant Strategic Goals**

- Ensuring that high quality and sustainable facilities are available to support the growing needs of educators and learners. [Click here to view MFIS's Strategic Plan](#)

**About The Role:**

The Facilities Manager is responsible for the effective management and organisation of services and resources for the facilities, security, WHS, and campus operations across all four MFIS sites. Reporting to the Business Manager, the Facilities Manager is tasked with the strategic leadership and operational management, ensuring that the school's physical resources align with its educational goals, provide a safe, welcoming, and well-maintained environment for students, staff, and visitors. This position is critical in fostering a positive school experience through the proactive and efficient management of facility services, capital projects, and regulatory compliance.

**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.
- Ability to build strong working relationships with all key stakeholders, manage budgets, set forecasts, and demonstrate financial acumen.
- Excellent problem-solving skills with a proven capacity to exercise initiative, sound judgment, and develop solutions.
- Outstanding interpersonal, organisational, and communication skills.
- Operational and facilities management experience with building services and infrastructure.
- Proven ability to lead a team, ensuring their optimum engagement and safety at work.
- Experience in risk management, compliance and WHS.
- Relevant qualifications in facilities management, project management, construction, or a related field.



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- Current Working with Children Check (WWCC) or the ability to obtain one upon appointment.

### **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:

- Resume: Include work history, educational qualifications, and other relevant professional and personal experiences.
- Current WWCC and expiry date.

Applications close at 9.00am on Friday 9<sup>th</sup> of August 2024 and should be addressed to:

Dr Zachariah Matthews  
Principal  
Malek Fahd Islamic School  
T: (02) 8732 7800  
E: 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.*