



**MALEK FAHD
ISLAMIC SCHOOL**

**KNOWLEDGE
IS LIGHT**

HR Administrative Assistant

Full-Time based at the Greenacre Campus.

This is a temporary position commencing in March 2025 and continuing until February 2026, with the possibility of extension and/or transition to part-time.

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 HR Administrative Assistant provides vital support to the HR Manager by performing a variety of administrative and clerical tasks. The role is essential in ensuring the smooth operation of HR processes, including recruitment, recordkeeping, employee relations, and compliance. The ideal candidate is detail-oriented, highly organised, and capable of managing sensitive information with discretion.

Key Responsibilities

- Provide administrative support to the HR Manager, including scheduling meetings, maintaining calendars, and drafting and distributing correspondence and HR-related documents.
- Assist in recruitment activities by posting job advertisements, coordinating interviews, communicating with candidates, and preparing onboarding materials.
- Maintain and update employee records and personnel files, ensuring confidentiality and compliance with organisational policies and regulations.
- Input and manage data in HR systems and databases and generate reports.
- Assist with the coordination of HR events, including inductions and training sessions.
- Provide high-level administrative support to the Deputy Principals, including managing meeting schedules, preparing agendas, and assisting with reports or documentation as required.

About You

We're looking for someone who:

- Exhibits an understanding and appreciation of the school's Islamic ethos, actively supporting its philosophy, values, beliefs and mission.
- Is highly organised, with exceptional attention to detail.
- Communicates effectively, both verbally and in writing.
- Has experience in a similar role.



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- Demonstrates a high level of professionalism, discretion, and confidentiality.
- Is proficient in MS Office Suite (Word, Excel, Outlook, PowerPoint) and comfortable working with databases.
- Is proactive, adaptable, and eager to contribute to a collaborative team environment
- Holds a certificate or diploma in Human Resources, Business Administration, or a related field (preferred).
- Experience with HR systems and databases (preferred).

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
- Staff discounts on school fees
- 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) with telephone contact details of three supporting referees
- Current WWCC and expiry date
- Qualifications

Applications close at 9.00am on 14th of February 2025 and should be addressed to:

Dr Zachariah Matthews
Principal
Malek Fahd Islamic School
T: [\(02\) 8732 7800](tel:(02)87327800)
E: HR@mfis.nsw.edu.au

Please note that only successful applicants will be contacted.

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.