



**MALEK FAHD  
ISLAMIC SCHOOL**

**KNOWLEDGE  
IS LIGHT**

## **HR Officer**

**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.

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 Officer plays a key role in supporting the HR Manager by managing recruitment activities, providing HR administration, and supporting employee relations. This role ensures HR policies and procedures are effectively implemented, helping to create and maintain a positive and productive workplace. The HR Officer provides operational support across the employee lifecycle, with a strong focus on recruitment, talent acquisition, and employee engagement.

### **Key Responsibilities**

- Manage the end-to-end recruitment process, including job advertising, screening applications, coordinating interviews, and managing the onboarding process for new hires.
- Provide general support to employees on HR-related issues, ensuring fair treatment and compliance with organisational policies and employment legislation.
- Maintain and update employee records, manage HR databases, and ensure all HR documentation is accurate and up-to-date.
- Assist with the development and implementation of HR policies and procedures, ensuring compliance with legal requirements and promoting a positive workplace culture.
- Prepare HR-related reports, track key metrics, and provide insights to support recruitment and HR decision-making.

### **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.
- Demonstrates a high level of professionalism, discretion, and confidentiality.



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- 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 diploma or degree 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 14<sup>th</sup> of February 2025 and should be addressed to:

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