



**MALEK FAHD  
ISLAMIC SCHOOL**

**KNOWLEDGE  
IS LIGHT**

**Systems Administrator  
Full-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/philosophy/>**

**About the role**

We are seeking an experienced and highly motivated Systems Administrator to join our dynamic IT team, supporting the technology needs of a multi-campus school. This position is based at our Greenacre campus and will include performing Level 2 support tasks as required.

The successful candidate will be responsible for implementing, managing, and securing the school's IT infrastructure, ensuring reliable and seamless technology operations across all sites.

**What We're Looking For**

**Essential**

- Proven experience as a Systems Administrator or in a similar IT infrastructure role.
- Strong knowledge of Windows and/or Linux server environments.
- Experience with Active Directory, Group Policy, and user account management.
- Proficiency in networking fundamentals (e.g., DNS, DHCP, VLANs, firewalls, VPNs).
- Experience supporting Office 365 or similar cloud platforms.
- Ability to provide Level 2 technical support across multiple campuses.
- Strong understanding of IT security practices and protocols.
- Excellent troubleshooting, problem-solving, and communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.

**Desirable**

- Previous experience working in a school or educational environment.
- Familiarity with Apple devices and mobile device management (MDM).
- Experience with backup and disaster recovery solutions.
- Knowledge of virtualisation technologies (e.g., VMware, Hyper-V).
- Understanding of ITIL processes or similar service management frameworks.



**MALEK  
ISLAMIC**

**KNOWLEDGE  
IS LIGHT**

### **Qualifications**

- Tertiary qualification in Information Technology, Computer Science, or a related field.
- Industry certifications are highly regarded (Microsoft, Cisco, CompTIA).

### **Benefits of Working at MFIS**

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

- Competitive salary and benefits
- Salary packaging options to maximise your take-home pay
- Onsite parking for convenience
- Access to our Employee Assistance Program (EAP)
- Staff discounts on school fees
- Wellbeing programs and initiatives
- Opportunities for professional development and career growth

### **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
- Qualifications

Applications close on 18<sup>th</sup> of August 2025 and should be addressed to:

Dr Zachariah Matthews  
Principal  
Malek Fahd Islamic School  
T: [\(02\) 8732 7800](tel:0287327800)  
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.*