

MAINTENANCE OFFICER

Join a supportive and dynamic team

Well-established School

Commencing Term 1, 2022

This is a full-time position based at the Greenacre Campus

Malek Fahd Islamic School is a Kindergarten to Year 12 School with an enrolment of approximately 3000 students across three campuses: Greenacre, Beaumont Hills and Hoxton Park. The position will initially be based at Greenacre but may be required to move across campuses.

Applications are invited for an enthusiastic, proactive and suitably qualified School Maintenance Person to join our vibrant team to undertake general maintenance matters for the School campus buildings and infrastructure including grounds. The Maintenance Person will be responsible for undertaking various trades as required. The successful candidate must be sympathetic to the Islamic ethos of the School and its community.

Key Responsibilities:

- Ensure campus grounds are always well maintained including common areas such as pathways, car park entrances and exits and identify and attend to any urgent works
- Ensure all playground areas are always kept safe and clean,
- Grass cutting, weeding, maintaining sporting fields and garden
- Assist with setting up and dismantling for school functions including but not limited to Assemblies, Awards Nights, Sport Days etc
- Assist with setting up classrooms at the beginning of Terms
- Carry out scheduled maintenance as per the MFIS Maintenance Plan
- Ensure schools waste management is well maintained,
- Essential to adhere to Work Health and Safety guidelines and identify and rectify or notify the Head of Campus or Facilities Manager of any WHS issues
- Other duties as determined by the Business Manager or delegate.

Skills, Experience & Qualifications:

- General grounds, plants and building maintenance, utilising skills such as basic carpentry and plumbing and other general maintenance works
- Previous experience in general handyman roles, or property maintenance
- Trade qualification in building, electrical, carpentry, mechanical or similar is an advantage
- Experience using power tools, basic hand tools ride-on mowers, pressure cleaners etc
- Sound computer skills to respond to emails
- Sound communication skills
- Current valid driver's licence and use of own vehicle for business purposes,
- NSW Working with Children Check (WWCC) for paid employment,

The Application Process

When preparing your application for our consideration, please include:

- A one-page summary addressed to the Business Manager of your relevant experience,
- Your Curriculum Vitae (CV) including telephone contact details of three supporting referees,
- Current Working with Children Number, date of birth and expiry date,
- Qualifications if applicable.

Applications close at 9.00am on Monday, 24 January 2022 and should be addressed to:

Mr Aiyaz Ali

Business Manager

Malek Fahd Islamic School

T: (02) 8732 7800

E: HR@mfis.nsw.edu.au