



Head of Admissions

Job Information

Hiring Company

FUKUOKA INTERNATIONAL SCHOOL

Job ID

1558712

Industry

Education

Job Type

Permanent Full-time

Location

Fukuoka Prefecture, Fukuoka-shi Sawara-ku

Train Description

Airport Line (No.1 Line), Fujisaki Station

Salary

3.5 million yen ~ 4 million yen

Refreshed

September 30th, 2025 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Job Title: Head of Admissions

Responsible to: Deputy Business Manager, Business Manager & Head of School

Contract Type: Full-time, Initial one year contract till July 2026, contract may be renewed on a yearly basis

Working Days: 242 days

Working Hours: Monday - Friday*, 8am - 4.30pm (1 hr lunch break)

*There may be some school days falling on Saturdays / public holidays

Introduction

Fukuoka International School embodies its guiding principles of INCLUDE, EMPOWER, and IMPACT, striving to uphold them at all times. As a key member of the school, you will be expected to embrace and promote Fukuoka International School's mission with the utmost professionalism.

Safeguarding and Child Protection

All FIS Staff are responsible for promoting and safeguarding the welfare of all children and young people in their care.

Adherence to the school's Safeguarding and Child Protection Policy is mandatory. Should you have concerns about a child's

safety, you must report it to the Safeguarding Lead, Deputy Safeguarding Lead, or Head of School to initiate the appropriate referrals to external agencies.

Position Overview

As Head of Admissions, you will oversee the full student lifecycle at FIS, from initial inquiry through enrollment, re-enrollment and withdrawal. This is a highly external-facing role that requires both a strong understanding of admissions policy and procedures and the ability to guide families on national and international education system requirements (IB).

You will be the first point of contact for prospective families, providing warm, professional, and timely communication to support them throughout the admissions journey. Internally, you will coordinate with faculty and staff to ensure that all admissions procedures are carried out smoothly, enabling students and their families to integrate seamlessly into the FIS community.

You will maintain positive relationships to ensure student retention and manage the re-enrollment process for current students to the next year and ensure a smooth transition for withdrawing students.

Given our diverse community, fluency in English and Japanese is essential, with additional language skills considered an asset. Strong interpersonal, organizational, and leadership skills are critical for success in this position.

DUTIES AND RESPONSIBILITIES

Admissions Processes

- Lead the full admissions, re-enrollment, and withdrawal processes.
- Serve as the primary contact for prospective families: manage inquiries, explain policies, and manage expectations.
- Conduct school tours, organize open houses, and collaborate with school leadership on orientation sessions.
- Coordinate admissions assessments, interviews, and testing in line with enrollment needs.
- Ensure all required documents are submitted by families for timely admission reviews.
- Liaise with local and international institutions regarding transfers, academic records, and attendance.
- Advise families, particularly Japanese nationals, on compulsory education requirements.
- Collaborate with faculty and staff to ensure new students are placed appropriately in classes, activities, and programs, and that families receive necessary onboarding support.
- Monitor students' visa requirements and notify leadership of changes.
- Support policy reviews by identifying process gaps and areas for improvement.
- Manage the admissions team to ensure accuracy, efficiency, and a high level of service.

Data & Process Management

- Provide regular reports on enrollment, inquiries, conversion rates, and trends to school leadership and, when required, to government authorities.
- Maintain accurate and confidential student records in the admissions database.
- Collaborate across teams to ensure data consistency in the student management system.
- Identify opportunities for workflow automation and efficiency improvements.
- Develop, document, and update admissions policies and procedures.

School Promotion

- Manage and promote the scholarship program.
- Partner with the marketing team to design and deliver outreach initiatives, events, and promotional materials.
- Support enrollment through cross-promotion of related school programs (e.g., Summer School, Fukuoka International Community School).

Other Responsibilities

- This position will be entrusted with confidential student information and is expected to uphold the confidentiality of all matters.
- Shared office duties and other duties may be assigned as appropriate.

Data & Process Management

- Provide regular reports on enrollment, inquiries, conversion rates, and trends to school leadership and, when required, to government authorities.
- Maintain accurate and confidential student records in the admissions database.
- Collaborate across teams to ensure data consistency in the student management system.
- Identify opportunities for workflow automation and efficiency improvements.
- Develop, document, and update admissions policies and procedures.

School Promotion

- Manage and promote the scholarship program.
- Partner with the marketing team to design and deliver outreach initiatives, events, and promotional materials.
- Support enrollment through cross-promotion of related school programs (e.g., Summer School, Fukuoka International Community School).

Other Responsibilities

- This position will be entrusted with confidential student information and is expected to uphold the confidentiality of all matters.
- Shared office duties and other duties may be assigned as appropriate.

Data & Process Management

- Provide regular reports on enrollment, inquiries, conversion rates, and trends to school leadership and, when required, to government authorities.
- Maintain accurate and confidential student records in the admissions database.
- Collaborate across teams to ensure data consistency in the student management system.
- Identify opportunities for workflow automation and efficiency improvements.
- Develop, document, and update admissions policies and procedures.

School Promotion

- Manage and promote the scholarship program.
- Partner with the marketing team to design and deliver outreach initiatives, events, and promotional materials.
- Support enrollment through cross-promotion of related school programs (e.g., Summer School, Fukuoka International Community School).

Other Responsibilities

- This position will be entrusted with confidential student information and is expected to uphold the confidentiality of all matters.
- Shared office duties and other duties may be assigned as appropriate.

*** Please send us your resume and work history (CV) in both English and Japanese.**

Required Skills**Qualifications, Experience and Skills**

- Bachelor's degree in Business, Management, Hospitality or a related field.
 - Related experience in customer service or sales or client-facing roles (in an education setting is a plus).
 - Project coordination or team management experience is desirable.
 - Strong leadership, interpersonal, and communication skills with a welcoming, professional manner.
 - Ability to work independently while collaborating effectively across teams.
 - Excellent organizational and problem-solving skills.
 - Proficiency with IT systems, Google Suite, and CRM databases.
 - Fluency in English (required).
 - Proficiency in written and spoken Japanese (JLPT N1 level proficiency is required); additional languages are advantageous.
 - Must hold a valid work visa for Japan (FIS supports visa renewals).
-

Company Description