MALVERN COLLEGE TOKYO

< 急募 > スクールナース 【School Nurse】 1869年創立・英国名門校グループの東京校

国際的な環境のスクールで保健室運営と安全衛生管理を担う経験を通して成長できます

Job Information

Hiring Company
Malvern College Tokyo

Job ID
1579926

Division
Whole School

Industry
Education

Company Type
Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio
Majority Non-Japanese

Job Type
Permanent Full-time

Location
Tokyo - Other Areas, Kodaira-shi

Train Description
Chuo Line Rapid (Takao-Tokyo), Kokubunji Station

Salary
5 million yen ~ 6 million yen

Salary Bonuses
Bonuses included in indicated salary.

Work Hours
8:00 ~ 16:45 (うち休憩 1 時間)

Holidays
週休2日 (原則土日) 、年末年始休暇、有給休暇、病気休暇

Refreshed
November 5th, 2026 05:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Fluent Level (Amount Used: English usage about 50%)

Minimum Japanese Level
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
Permission to work in Japan required

Job Description

Reporting line: Headmaster/Operations Director
Effective date: Immediate

Job Purpose
The School Nurse is responsible for safeguarding and promoting the health, safety, and wellbeing of pupils and staff by providing professional nursing care, managing the Medical Room, maintaining accurate health records, and supporting health education and infection control across the school. The role also advises school leadership on medical matters, contributes to safeguarding procedures, and ensures compliance with relevant health, safety, and regulatory requirements.

Main Duties and Responsibilities

Clinical Care & Emergency Response
・Manage the daily operations of the Medical Room
・Respond to accidents, emergencies, and health-related incidents on school premises and during school activities
・Assess and provide appropriate first aid and nursing care to pupils and staff
・Arrange emergency services or hospital transfer where necessary

Medication & Health Records Management
・Administer medication in accordance with school policy and maintain accurate medication and treatment records
・Maintain confidential and up-to-date pupil health records, including immunisation data and medical alerts
・Develop and review Individual Healthcare Plans (IHPs) and ensure appropriate medical provisions for school trips and events

Health Promotion & Infection Control
・Monitor infection prevention and control procedures and support management of communicable diseases
・Support health education initiatives and deliver first aid training to staff

Communication, Advisory & Committee Responsibilities
・Communicate effectively with parents/guardians, staff, and external medical services
・Maintain professional and appropriate relationships with parents/guardians, ensuring sensitive health matters are communicated with clarity, discretion, and empathy
・Work in close partnership with classroom teachers (Prep), Form Tutors (Senior School), and relevant senior leaders, ensuring timely and effective communication when health or wellbeing concerns arise and supporting a coordinated pastoral response across the school
・Advise the Headmaster and Senior Leadership Team on medical and health-related matters
・Prepare incident reports and relevant health data to support school planning and risk management
・Attend and contribute to the Health & Safety Committee

Safeguarding, Compliance & Professional Standards
・Contribute to safeguarding and child protection procedures in line with school policy
・Serve as Deputy DSL and play a key role within the safeguarding team
・Liaise with external safeguarding agencies, including the Child Guidance Centre, where appropriate
・Maintain strict confidentiality of medical information
・Maintain current professional registration and undertake continuing professional development
Undertake any other duties reasonably required by the Headmaster consistent with the role

Employee Health & Wellbeing
・Provide specific health guidance and support to employees, as appropriate
・Organise employee stress check assessments and arrange follow-up interviews or referrals where necessary

※ この職務は、日々学生、保護者、教職員と密接に連携して行うため、リモートワークのオプションはありません。小平キャンパスで勤務する必要があります。
※ Because this role works closely with students, parents, and faculty members on a day-to-day basis, there is no remote work options available. you will be required to work from our Kodaira Campus

Required Skills

Position Requirements
・A recognized tertiary diploma or degree in a health-related field (e.g. Nursing, Community/Public Health, etc.)
・A certified First-aider
・衛生管理者 (Health Officer) qualification preferred
・Experience in a critical health care setting is advantageous
・Current or prior experience in a school setting is preferred
・Language Proficiency: Excellent command of English and native-level proficiency in Japanese
・IT Proficiency: Competent in the use of standard IT systems, including electronic record-keeping and reporting tools
・Interpersonal Skills: Strong interpersonal and relationship-building skills, with the ability to communicate effectively and sensitively with a diverse school community
・Organisational Skills: Demonstrated ability to coordinate and organise both large-scale and small-group health-related activities and initiatives
・Willingness to work additional hours when necessary

Company Description