



Senior Administrative Officer: Student Services & Operations

Job Information

Hiring Company

FUKUOKA INTERNATIONAL SCHOOL

Job ID

1586146

Industry

Education

Job Type

Contract

Location

Fukuoka Prefecture, Fukuoka-shi Sawara-ku

Train Description

Airport Line (No.1 Line) Station

Salary

3.5 million yen ~ 4 million yen

Refreshed

May 21st, 2026 11:00

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 Description**Position Title**

Senior Administrative Officer (Student Services & Operations)

Reporting Line

Elementary and Secondary Principal; Head of School

Key Stakeholders

Principals, IB Coordinators, Director of Student Support Services, Business Manager, Administrative Staff

Start Date

August 1, 2026

Contract Type

- Full-time, 1-year fixed term
- Aligned with academic year: August 1 – July 31

Employment Status

- Administrative Staff (Senior Officer level)
- Local hire
- Must hold a valid Japan work visa (renewal support available)

About Fukuoka International School

Fukuoka International School is an IB World School guided by the principles of **Include, Empower, and Impact**. These values shape our culture, decision-making, and approach to learning.

We are committed to fostering an inclusive, supportive, and inspiring international community where students and staff feel valued and empowered.

Position Overview

This role provides administrative and operational support to the Leadership Team, with a strong focus on **student services and records management**.

The position plays a key role in:

- Maintaining accurate student data and documentation
- Supporting leadership processes and governance
- Coordinating school-wide operations and activities

The role requires a high level of **confidentiality, organization, and attention to detail**, and is ideal for someone looking to grow within an international school environment.

Key Responsibilities**1. Leadership & Governance Support**

- Provide administrative support to the Leadership Team
- Prepare and format board and leadership reports
- Track policies, documentation updates, and reporting requirements
- Support accreditation processes and record-keeping
- Prepare meeting materials, take minutes, and follow up on action items
- Provide English–Japanese translation and interpretation for meetings, documents, and communications

2. Student Records & Services

- Maintain accurate and confidential student records
- Prepare official documents (transcripts, certificates, enrollment letters)
- Support student-related reporting and accreditation requirements
- Assist with attendance, insurance, and academic record tracking
- Respond to parent inquiries and communications
- Collaborate with the student services team to support daily operations

3. Academic Programs & Events

- Support planning and execution of academic events
- Coordinate logistics (scheduling, vendors, venues)
- Assist with internal and external examinations
- Track and maintain program documentation
- Support parent information sessions and school programs

4. Operations & Administration

- Coordinate scheduling and operational activities across departments
- Assist with substitute teacher arrangements
- Support travel logistics when required
- Track basic departmental expenses and administrative processes
- Coordinate with external vendors and manage related documentation
- Maintain school calendars and key schedules
- Ensure proper documentation and filing systems

5. General Administrative Support

- Provide day-to-day administrative support across the school
- Ensure smooth office operations
- Provide backup support across functions (including occasional health office support)

- Assist with projects assigned by the Leadership Team
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Required Skills

Qualifications & Experience

Required

- University degree (preferred)
- Minimum 2 years of experience in administration, operations, or coordination
- Experience managing logistics, events, or administrative processes
- Strong IT skills (Google Workspace, databases, document management)
- Excellent organizational and document preparation skills
- Fluency in **English and Japanese** (written and spoken)
- Professional translation/interpretation ability (EN ↔ JP)
- Willingness to undertake basic first aid training

Preferred

- Experience in an international school or education environment
- Experience supporting leadership teams
- Additional languages (e.g., Korean, Mandarin)
- Japanese driver's license

Safeguarding & Child Protection

Fukuoka International School is committed to safeguarding and promoting the welfare of children.

All staff must:

- Adhere to the school's Code of Conduct
- Undergo background checks and reference verification
- Confirm no criminal history related to child protection laws in Japan

Employment offers are conditional upon successful completion of all required checks.

Application Process

*** Please submit your resume and work history (Cover letter) in both English and Japanese.**

Company Description