



8月入社 【School Operations Officer】 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

## Job Information

### Hiring Company

[Malvern College Tokyo](#)

### Job ID

1586818

### Division

Operations

### 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

4.5 million yen ~ 5.5 million yen

### Salary Bonuses

Bonuses included in indicated salary.

### Work Hours

8:30~17:15 (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

April 24th, 2026 00:00

## General Requirements

### Minimum Experience Level

Over 1 year

### Career Level

Mid Career

### Minimum English Level

Business Level (Amount Used: English usage about 50%)

### Minimum Japanese Level

Native

### Minimum Education Level

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

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**Job Description**

**Reporting line:** Operations Manager

**Effective date:** August 2026

**Job Purpose**

The Operations Officer plays a key role in supporting the effective day-to-day functioning of the school through the coordination and delivery of a wide range of operational and administrative services.

As a member of the Operations team, the post holder works flexibly across multiple areas of school operations, contributing to the planning, organisation, and continuous improvement of processes that underpin the smooth running of the school. This includes, but is not limited to, administrative coordination, pupil-related data and records, logistics for events and educational activities, procurement, transport, and general office operations.

The role requires a collaborative and adaptable approach, ensuring that operational priorities are met efficiently while maintaining a high standard of service to pupils, staff, and the wider school community.

**Main Duties and Responsibilities**

The allocation of primary and supporting responsibilities will be determined from the duties undertaken by the Operations team, based on the operational needs of the College.

**School Operations and Coordination**

- Support the day-to-day operational functioning of the school through coordination across a range of administrative and logistical areas;
- Work collaboratively with academic and operational teams to ensure smooth and efficient delivery of school activities;
- Take ownership of assigned operational areas and contribute to continuous improvement of processes and workflows.

**Events, Trips, and School Activities**

- Plan and coordinate logistical arrangements for school events, trips, and co-curricular activities, including scheduling, resources, and documentation;
- Liaise with internal teams and external providers to ensure smooth and safe execution;
- Provide on-site operational support and take responsibility for assigned areas as required.

**Pupil Records and Administrative Operations**

- Manage and maintain accurate pupil records within school systems, ensuring data integrity, confidentiality, and compliance;
- Coordinate enrolment, withdrawal, and re-enrolment processes, including preparation and management of related materials and documentation;
- Oversee issuance and control of school credentials, including ID cards and access-related items;
- Contribute to the improvement and standardisation of administrative processes.

**Transport (School Bus Operations)**

- Coordinate daily bus operations, including maintaining accurate pupil lists and responding to parent enquiries;
- Support operational planning and issue resolution to ensure safe and efficient transport services;
- Where required, participate directly in bus operations to support service continuity.

**Procurement and Resource Coordination**

- Support procurement activities, including sourcing, quotation comparison, and supplier coordination;
- Maintain oversight of inventory and school resources to ensure effective utilisation;
- Assist in managing operational budgets through cost awareness and efficient purchasing.

**Reception and Community Liaison**

- Provide professional front-line support for calls, enquiries, and visitors;
- Act as a liaison between the school, families, and external stakeholders;
- Support coordination of appointments, visits, and community-related activities.

**General Administration and Team Contribution**

- Organise and maintain both physical and digital records;
- Support cross-functional operational tasks and projects, working flexibly across different areas as required;
- Take initiative in identifying areas for improvement and enhancing operational efficiency;
- Undertake additional duties as required to support the evolving needs of the school.

※ 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**

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**Required Skills****Position Requirements**

- A minimum of 5 years of work experience in an educational setting and/or in advanced secretarial or office administration experience, including interaction with the public.
- Strong organisational and time-management skills, with the ability to manage multiple priorities accurately and efficiently;
- High attention to detail, particularly in handling pupil data and administrative records with accuracy and confidentiality;
- Ability to work with a range of administrative systems and data, including quickly learning new platforms;

- Excellent communication and interpersonal skills, with the ability to interact professionally with staff, pupils, families, and external stakeholders;
  - Strong written communication skills in both English and Japanese;
  - Language proficiency: native-level Japanese and business-level English;
  - Proficiency in Microsoft Office (Word, Excel, PowerPoint) and general administrative systems;
  - Flexible and adaptable, with the ability to work effectively in a fast-paced environment and respond to changing priorities;
  - Proactive and solution-oriented, with a collaborative approach to teamwork;
  - Professional demeanour and a strong sense of responsibility.
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## Company Description