



## Student Services Officer

### Job Information

**Hiring Company**

FUKUOKA INTERNATIONAL SCHOOL

**Job ID**

1589663

**Industry**

Education

**Job Type**

Part-time

**Location**

Fukuoka Prefecture, Fukuoka-shi Sawara-ku

**Train Description**

Airport Line (No.1 Line) Station

**Salary**

Negotiable, based on experience

**Refreshed**

April 30th, 2026 02:00

### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

**Job Description**
**Job Title**

Student Services Officer

**Reporting Line**

Educational Leadership Team

**Contract Type**

- Fixed Term, Part-time (195 working days, 7.5 working hoursper day)
- All contracts are aligned to the school academic year from August 1 to July 31

**Hire Status**

- Local
- Applicants must currently hold a valid work visa for Japan  
(Visa renewals may be supported by the school)

### About Fukuoka International School

Fukuoka International School is an IB World School guided by the principles of INCLUDE, EMPOWER, and IMPACT, which shape our culture, decisions, and approach to learning every day. As an integral member of our school, you will be expected to actively champion our mission with professionalism, integrity, and a commitment to fostering an inclusive and inspiring international community where students and colleagues feel valued and supported.

### Position Overview

You will be part of the school's student services team and provide support to our students. You will ensure that our current and prospective students and teachers are well supported to carry our mission in providing exceptional educational services to our community.

You will be expected to comply with the relevant Safeguarding and Child Protection Policies and Procedures. If, while carrying out their duties, you become aware of any instances where a child is experiencing or at risk of significant harm, whether at school or home, you must promptly report their concerns to Fukuoka International School's Safeguarding Lead, Deputy Safeguarding Lead, or the Head of School. This ensures appropriate referrals can be made to relevant third-party services.

### DUTIES AND RESPONSIBILITIES

You will be working in a team and may be required to provide support in one or more of the following areas where required:

#### 1 Student Services

Coordinate student support services including but not limited to:

- Maintaining and updating of student database
- Support logistics and coordination of school events, activities, overseas and local school trips, venue and transportation, school programmes including summer school etc.
- Support the administration for student insurance and related student admin matters
- Issue school documents and university application support
- Assist with monitoring, tracking, filing and documentation
- Translation support for parent communication
- Backup the health office when the school nurse is away
- Any other related duties

#### 2 General Administrative Support

- Provide general administrative support across the school
- Contribute to the smooth day-to-day functioning of the office
- Provide backup support across administrative functions as needed, including occasional support to the health office
- Assist with tasks and projects assigned by the Leadership Team

#### 3 Shared Office duties

- Back up the office in day-to-day administrative operations
- Other duties may be assigned as appropriate.

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## Required Skills

### Qualifications, Experience and Skills

- Proficient in Japanese and English (both written and verbal). Knowledge of other languages is a plus.
- No prior experience is required, however, prior related experience in sales or in an external customer facing role or coordination roles is a plus.
- Excellent communication skills to foster positive relationships with stakeholders.
- Positive attitude and pleasant disposition with strong interpersonal skills.
- Strong organizational and coordination skills.
- Proficiency in IT skills and Google Suite or equivalent and keen to learn new software.
- Possessing a Japanese driving license is a plus.

### Commitment to Safeguarding and Child Protection

Our school is committed to safeguarding and promoting the welfare of children and young people and has developed and adopted written guidelines (Code of Conduct) for appropriate and inappropriate behavior of adults towards children.

We expect all staff, volunteers and other third parties to share this commitment and to review and affirm that they have read, understood, and will abide by the Code of Conduct. At our school, we use safer recruitment practice and pre-employment background checks, to maintain the highest standards of safeguarding and child safety.

Our school's practices reflect and are aligned with the written Expectations of the International Taskforce on Child Protection.

<https://www.cois.org/about-cis/child-protection/international-taskforce-on-child-protection>

Under the Japanese law designed to protect children, anyone working in this role must complete a background check to confirm they do not have a criminal record for specific child-related sexual crimes. Since we are required to take steps that

prevent individuals with such records from working with children, one of our hiring conditions is that applicants must not have this type of criminal history. During the hiring process, we will ask candidates to confirm this by signing a statement or providing the information in their resume or application documents. Authorized background checks and reference verifications will be conducted as part of the recruitment process. Employment offers are generally provisional and contingent upon the successful completion of these checks.

**Application Process**

Please apply including three professional references, one being the current or most recent employer. All referees should be from people who supervised the applicant (minimally at the Assistant Principal level).

If you require any accommodations throughout the application process, please reach out to the hiring team at [hadmin@fis.ed.jp](mailto:hadmin@fis.ed.jp). FIS reserves the right to make appointments when the right candidate has been identified.

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Company Description