



IT Officer | International School | Fukuoka

English Speaking Environment

Job Information

Hiring Company

FUKUOKA INTERNATIONAL SCHOOL

Job ID

1602702

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

August 19th, 2026 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: IT Officer

Reporting Line: Senior IT Manager

Contract Type: Fixed Term, Full-time

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)

Introduction

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

The IT Officer supports daily IT operations, provides technical support, and helps maintain reliable technology services for teaching, learning, and administration. This role is suitable for a service-minded individual with basic IT knowledge and a willingness to learn.

Job Description

Duties and Responsibilities

- Provide daily IT support and troubleshooting.
- Manage computers, devices, and classroom technology.
- Support user accounts and school applications.
- Coordinate vendors, repairs, and IT purchases.
- Maintain IT records, guides, and documentation.
- Support IT improvements while maintaining security, confidentiality, and safeguarding standards.

Other admin duties

- Assist with shared Business Office duties when additional support is required in other teams.
- Undertake other duties assigned by the supervisor or Leadership Team.

Required Skills

Qualifications, Experience and Skills

- Basic practical IT knowledge of computers, mobile devices, networks, AV equipment, Google Workspace, and cloud-based applications.
- Strong interest in IT, with the willingness to learn and develop technical skills, provide effective user support, and troubleshoot common IT issues. On-the-job training will be provided.
- Good communication skills in English and Japanese, with the ability to work collaboratively with the school community and external vendors.
- Organized, responsible, and service-minded, with the ability to manage multiple tasks independently and as part of a team.
- 1–2 years of relevant IT experience is preferred but not required. Candidates with more experience may be considered for a Senior IT Officer role with greater responsibility.

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.

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

Company Description