International School Manager | Education | Team Leadership

Education| Management| Work-Life Balance

Job Information

Recruiter
GDI Communications Inc.

Job ID
1623204

Industry
Education

Job Type
Contract

Location
Mie Prefecture

Salary
3 million yen ~ 4.5 million yen

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General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Daily Conversation Level

Minimum Japanese Level
Fluent Level

Minimum Education Level
High-School

Visa Status
Permission to work in Japan required

Job Description

Position Highlights

- International School Environment
- 135+ Days Off Annually
- Great Work-Life Balance
- Multicultural & Bilingual Team
- School Management & Career Growth

Role Overview

We are seeking an organized, proactive communicator to manage daily operations at its Tsu campus. The School Manager

will work closely with Japanese and international staff to support students, build strong relationships with families, and keep the school running smoothly.

The school offers a welcoming, multicultural environment with teachers from various countries. This position provides an opportunity to use English regularly, contribute to international education, and support children's growth and development.

Scope of Work

- Manage parent communications and enquiries
- Plan and coordinate school events
- Support student recruitment, admissions, and orientations for prospective families
- Coordinate staff schedules and meetings with international staff
- Provide classroom and operational support

Other Information

- Work Location: Tsu, Mie Prefecture, Japan
- Fixed-term contract (one-year renewal period)
- Working Style: On-site
- Monthly salary of ¥260,000–¥400,000
- 135+ days off annually, including weekends, public holidays, and summer, winter, and spring breaks

Required Skills

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- Native-level Japanese speaking, reading, and writing
- Conversational English sufficient to communicate with international colleagues
- Proficiency in Word, Excel, and general computer use
- A valid standard driver′s license in Japan

Preferred Skills

- Management/leadership experience
- A background in English education or early childhood education
- Strong interpersonal and communication skills

Company Description