



## Senior Administrative Officer: Student Services & Operations

### 募集職種

#### 採用企業名

学校法人福岡国際学園 福岡インターナショナルスクール

#### 求人ID

1586146

#### 業種

教育・学校

#### 雇用形態

契約

#### 勤務地

福岡県, 福岡市早良区

#### 最寄駅

空港線 (1号線) 駅

#### 給与

350万円 ~ 400万円

#### 更新日

2026年05月07日 11:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル (英語使用比率: 75%程度)

#### 日本語レベル

流暢

#### 最終学歴

大学卒 : 学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

#### 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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## スキル・資格

### 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.**

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## 会社説明