



IT Officer | International School | Fukuoka

English Speaking Environment

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

1602702

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08月05日 00:00

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 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: LocalApplicants 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.

スキル・資格

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.**

会社説明