



Facilities Officer

Renowned International School in Tokyo

Job Information

Hiring Company

[The British School in Tokyo](#)

Job ID

1171275

Division

Administration

Industry

Education

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

About half Japanese

Job Type

Contract

Location

Tokyo - 23 Wards, Setagaya-ku

Train Description

Tokyu Denentoshi Line, Sangenjaya Station

Salary

3.5 million yen ~ 4 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Holidays

40 days per year

Refreshed

July 11th, 2024 03:00

Application Deadline

July 20th, 2024

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 50%)

Minimum Japanese Level

Business Level

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description**Responsibilities**

- Ensure BST facilities, equipment and resources are in clean, safe and working order:
 1. Coordinate appropriate and timely responses to internal maintenance requests.
 2. Implement preventative maintenance work (DIY jobs) for daily school operations.
 3. Coordinate maintenance work with relevant facility team or outsource contractors when necessary.
 4. Keep the corridors (including top of lockers) and steps and landing area, entrance area neat and clean. Organise umbrella stands. Empty the garbage bins in Leo/ South Ground.
 5. Check and supply papers for copy machines on floors of the Showa campus.
- Support staff for events and activities during and outside school hours when necessary.
- Collect and deliver mails between Showa No.1 building, BST Showa Business Centre, and staff room and to the respective person.
- Purchase daily supplies for staffroom (milk and etc.).
- Assist receptionists and administration officers with deliveries and manage stock rooms under good conditions.
- Be available on all school days and a week after the school finishes in summer and be back one week before the new school year starts. Need to be available at least one week in Spring holidays.

Other ad-hoc and occasional tasks requests made by Administration Manager for efficient operation of the office and school.

Required Skills**Required Aptitude and Skills**

- At least 2 years' experience as a Facilities Officer or related role.
- Excellent organizational and problem-solving skills under pressure prioritizing tasks effectively.
- Excellent multi-tasking and time-management skills with an eye for detail.
- Ability to develop and maintain positive and professional working relationships with team members, staff, students and the public.
- Excellent to work alone, as well as working co-operatively as a team member.
- Excellent written and verbal communication skills.
- Fluent English, native-level Japanese.
- Intermediate proficiency in PC applications.

Personal Qualities

- Exceptional standards of professionalism.
 - Initiative, Flexible, Adaptable, Trustworthy, Hard-working, Open-minded, and quick thinker.
 - Calm reassuring 'can do' approach.
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Company Description

The British School in Tokyo is the only British School in Japan.

We offer the programmes of study of the National Curriculum of England (2000) within the wonderfully diverse and rich cultural and physical context of Japan and East Asia.

The British School in Tokyo was officially opened in 1989. Ours is a unique British school overseas. On two sites in the heart of Tokyo, we offer a varied and challenging curriculum, carefully differentiated to the individual needs of each child and adjusted to take into account the context in which we all live and work; Japan.

Extra to the curriculum, our School offers diversity and opportunity. More than half our pupils receive additional instrumental musical tuition, the BST Lions is our student sport club, run by staff and parents, providing many different sporting activities outside of school hours throughout the year. The PTA also provides a range of charitable and social events that regularly bring the School together in a manner that gives a strong sense of community. Our BST Outdoor programme gives an opportunity for all our students to escape the classroom and experience the great outdoors, with experiences closely linked to other aspects of their learning; and there is so much more to the School.

In August 2006 we became two schools. BST Shibuya, providing education from Nursery to Year 3, was refreshed and reorganised. BST Showa is our Year 4 to Year 13 site, on the campus of Showa Women's University in Setagaya-ku about 20 minutes from Shibuya. We have commissioned the school to a very high standard and are able to offer a superb educational experience on both sites of our School.

From August 2023 the whole of the primary school, from Nursery to Year 6, will be moving to a purpose built site in Toranomom as part of a huge redevelopment project in the area.

BST is a tremendously stimulating place to be, for the children, for the staff and for the parents.