



## Head of School Assistant

### Job Information

#### Hiring Company

FUKUOKA INTERNATIONAL SCHOOL

#### Job ID

1502549

#### Industry

Education

#### Job Type

Contract

#### Location

Fukuoka Prefecture, Fukuoka-shi Sawara-ku

#### Train Description

Airport Line (No.1 Line), Fujisaki Station

#### Salary

3.5 million yen ~ Negotiable, based on experience

#### Work Hours

8am - 4.30pm, 7.5 working hours, Mondays-Fridays

#### Holidays

Paid Leave, Well-being days: 10 days/year, Special Leave etc

#### Refreshed

November 18th, 2024 00:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Fluent

#### Minimum Japanese Level

Fluent

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

#### Introduction

Fukuoka International School embodies its guiding principles of INCLUDE, EMPOWER, and IMPACT, striving to uphold them at all times. As a key member of the school, you are expected to embrace and promote Fukuoka International School's mission with the utmost professionalism and commit to child protection and safeguarding.

#### Position Overview

The Head of School (HoS) Assistant will be entrusted with confidential information and is expected to uphold the confidentiality of all matters. This position provides essential administrative support to the Head of School, especially translation and interpretation with the Board and organizing of Board Materials and Meeting. In addition, coordination assistance for the athletics and activities program and other school programs will be a main role. This role requires close collaboration with the HoS, the Activities Director (AD), and the Business Office.

## **DUTIES AND RESPONSIBILITIES**

### **Head of School Support**

- Translate documents and provide interpretation.
- Attend off-campus seminars and business meetings with the HoS or as a representative of the school.
- Draft documents and assist with data collection as needed.
- Act as a liaison for the PTA, facilitating communication between the PTA, Business Office, and educational staff, and attending meetings on behalf of the HoS when needed.
- Provide occasional off-campus support for the HoS on personal matters.

### **Board and Business Office Support**

- Prepare and organize Board and BLC meetings.
  - Prepare documents, translations, admin and logistics
- Draft documents and assist with data collection as needed.
- Prepare documents for submission to government authorities

### **Athletics, Activities and School Program Coordination**

- Act as the primary link between AD and Business Office, ensuring clear and consistent communication for athletics, after-school activities, trips, and tournaments.
- Assist in organizing and updating after-school activities and athletics schedules on Schools Buddy, ensuring timely communication with students, parents, and staff.
- Support the AD with scheduling, maintaining rosters, tracking attendance, and managing logistics for activities and events.
- Coordinate travel arrangements for school trips and sports tournaments, including collaboration with travel agents and the AD for booking itineraries and managing costs; handle all travel bookings and visa arrangements for overseas and local travels.
- Facilitate admin and logistics for hosting tournaments and other school programs or events, including on-site catering coordination and any additional necessary registration or arrangements.
- Manage and maintain an inventory of athletic uniforms and equipment for each sport, ensuring accurate allocation and readiness for events and tournaments.
- Other duties may be assigned as appropriately by the Head of School and / or Business Manager.

### **Working Hours**

Full-time, 242 working days

8am - 4.30pm, 7.5 working hours, Mondays-Fridays

There may be school events on a couple of Saturdays that will be a working day. A designated off-in-lieu will be provided. Willing to work occasional evenings and weekends.

### **Contract Type**

Initial 1 year contract, renewable.

Depending on performance, conversion to a permanent contract type is a possibility.

### **Leave**

Paid Leave, Well-being Days (10 days per year), Special Leave for marriage and bereavement, Maternity Leave, Childcare leave

### **Benefits**

- Commuting allowance (based on school policy)
- Social Insurance and Employee's Pension administered by the Private School Mutual Aid (PMAC) System
- Employment Insurance
- Workers' accident compensation insurance
- Fukuoka International School or Fukuoka International Community School Tuition Allowance for up to 2 eligible dependents (full waiver of school fees; taxable benefit)
- Annual health check ups and flu vaccination
- Severance pay (a minimum one year service is required)
- Professional development opportunities

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## **Required Skills**

### **Qualifications. Experience and Skills**

Requirements, Experience and Skills

- Fluency in Japanese and English is a **prerequisite**. Knowledge of other languages is a plus.
- Flexible and adaptable to meet the demands of a fast-paced, changeable environment.
- Proactive and able to take initiative, identifying and executing tasks with minimal supervision.
- High level of interpersonal and communication skills, able to engage effectively with staff, parents, students, and external vendors.
- Good planning and organizational skills and ability to coordinate schedules.
- Proficiency in IT skills and Google Suite or equivalent.
- Possesses a valid Japanese driving license.

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Company Description