


**【学校看護師募集】 インターナショナルスクール School Nurse/スクールナース**
**Job Information**
**Hiring Company**
[UWC ISAK Japan](#)
**Subsidiary**

学校法人ユナイテッド・ワールド・カレッジISAKジャパン

**Job ID**

1514789

**Division**

Health Center/ヘルスセンター

**Industry**

Education

**Company Type**

Small/Medium Company (300 employees or less)

**Non-Japanese Ratio**

Majority Non-Japanese

**Job Type**

Contract

**Location**

Nagano Prefecture, Kita-aku-gun Karuizawa-machi

**Train Description**

Shinano Tetsudo Line Station

**Salary**

4 million yen ~ 4.5 million yen

**Holidays**

土日祝日、学校休暇、有給休暇制度 \*学校休暇中学生が在寮時は勤務となる場合があります。

**Refreshed**

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**General Requirements**
**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level (Amount Used: English usage about 50%)

**Minimum Japanese Level**

Native

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

**Job Description**

[English follows Japanese]

[English follows Japanese]

## 業務内容

軽井沢本校キャンパスでの衛生・健康管理業務に携わるスクールナースを募集しています。

本ポジションは学校における健康・衛生管理全般を担当します。生徒や教職員、関係各所との連携が必要なためコミュニケーションスキルと付随する手続きに抵抗のない方、また、守秘義務や情報管理に高い意識を持つ方が求められます。\*インターナショナルスクールでの勤務経験がある方優遇いたします。

## 主要関係部署

ヘルスセンター

日常的に生徒、教職員など学校全体のコミュニティと関わります。  
外部医療機関とも協働します。

## 直属の上長

副校長（衛生管理担当）

## 開始予定日

できるだけ早い時期の開始 1年契約（更新可能性あり）

## 勤務時間/スケジュール

UWC ISAK Japanキャンパス（長野県軽井沢町）でのフルタイム勤務（通年勤務）

7:30 - 16:15/8:00 - 16:45/8:30 - 17:15 から選択可能

\*繁忙期には夜間や週末勤務（オンコール勤務）が求められる場合があります。

## 給与・福利厚生

給与：経験に応じて決定 想定年収：400万～450万円（税引前）。

福利厚生の概要は以下の通り：

- 私学共済（健康保険および年金制度）への加入
- 学校休暇/有給休暇制度 \*学校休暇中、生徒が在寮時は勤務となる場合があります。
- 学期中の平日は学校の食堂で無料ランチ提供（課税対象）
- 業務に関わる自己啓発・学習費(Personal Development Allowance)の支給
- 衛生管理者資格取得費用 \*全額学校が負担いたします。
- 住宅費
- 通勤手当

## 主な業務

- ヘルスセンターの管理・運営
- ヘルスセンター年間予算策定（衛生管理部門担当副校長と連携）
- 新入学生の生徒登録手続きに必要な書類の準備（夏休み期間中に対応が必要な場合もあり）
- 外部医療機関との連携
- 外部医療機関受診時の通訳
- 学校、生徒保護者、地域の医療機関との連絡業務
- 主に生徒の医療に関する相談役（校内カウンセラーや担当教員と連携）
- 健康診断や予防接種の計画・実施
- 予防接種管理／感染症・アレルギー対応
- 校内環境（特に食堂など）の評価
- 健康問題を抱える学生、スタッフ、教職員への対応
- 学校安全計画の策定への参加
- 薬剤管理、医療処置、ヘルスケア計画作成
- 備品・救急キットの在庫管理
- 生徒の事故報告書作成、学校健康保険制度利用手続き
- 安全衛生委員会への参加（人事部および産業医と連携）
- 保健衛生責任者業務（同僚看護師と連携）

## 応募方法

以下の応募書類のご提出をお願いいたします。書類選考通過者には追って面接のご案内をいたします。

- カバーレター
- 日本語および英語の履歴書
  - \*なお、最終的な雇用契約書の発行前に、採用候補者には身元・犯罪経歴調査（学校負担）が必要となります。
  - \*UWC ISAK Japanは軽井沢郊外の住宅地に位置しているため、運転免許証が必要です。

## Role Summary

UWC ISAK Japan is a three-year international, fully boarding high school and part of the United World Colleges movement. Our campus is located in the resort town of Karuizawa, Nagano, Japan, and our campus is home to 200 students from 80+ different countries, as well as world-class faculty and staff from Japan and around the globe.

The School Nurse supports and promotes the health, safety, and well-being of students and the school community, as well as

encouraging healthy behaviors and implementing preventative measures and activities. The nurse is responsible for cooperating with other faculty and staff, in addition to working with external medical staff. There may be the possibility of living on the school campus in the future. It would be advantageous if an applicant is prepared to be 'on call' during non-business hours in coordination with the other nurses. An additional allowance would be paid for this. For the right candidate this could be a Head Nurse position.

### **Key Relationships**

This position will work closely with other nurses at Health Center. Work with the entire community such as Staff and Faculty based on the day-to-day topic. And also with the local medical institutes.

**Reports to and supervised by:** Deputy Head of School for Pastoral

### **Estimated Start Date:**

As soon as possible. One-year contract open to renewal.

### **Schedule/Hours**

This is a full-time, year-round position at the UWC ISAK Japan campus in Karuizawa, Japan. Evening and weekend work (on-call) should be expected, especially during peak season.

\*UWC ISAK Japan is located on the outskirts of Karuizawa, in a quiet residential community. Due to the school's location, employees must have a driving license.

### **Salary and Benefits**

- Salary will be determined based on experience. Estimated range 4-4.5 million JPY(before taxes/withholding).
- Health insurance through the Shigaku Kyosai (Private School Mutual Aid) health plan
- Free lunch in the school cafeteria on weekdays during the school year
- Annual paid leave (Nurse is expected to work during school holiday breaks on a rostered basis if students remain on campus)
- Professional development allowance (100,000 JPY / year)
- Employer provided technology including laptop and smartphone
- Commuting allowance
- The school covers fees for obtaining a Health Supervisor license.

### **Main Areas of Responsibility:**

- Manage UWC ISAK Japan's onsite health center serving students, faculty, and staff
- Work closely with the Deputy Head of School for Pastoral to decide annual budget for the health center
- Work with the other nurses, who are also full-time members of the department, providing training and support for each other as and when needed.
- Collaborate with other nurses to ensure that nursing shifts are scheduled effectively, maintaining full staffing levels at the Health Centre.
- Prepare and update required documentation for the new student enrollment process. This may be required over the summer break
- Coordinate with healthcare providers outside of campus for students, faculty and staff as needed
- Translate for ISAK community with doctors/medical personnel at hospitals/clinics/medical providers
- Serve as liaison between the school, family, and community healthcare providers to ensure a healthy school environment
- Serve as consultants with counselors and faculty for medical questions
- Provide medical health check-ups and vaccinations based on the School Health and Safety Act and MEXT requirements
- Monitor immunizations, manage communicable diseases/allergies, and assess the school environment including the cafeteria to prevent injury and ensure safety
- Providing healthcare to students, staff, and faculty with acute or chronic health problems

- Oversee community infection control measures and actively participate in creating school safety plans for any health emergencies that may occur on campus
- Oversee medication administration, health care procedures, and the development of healthcare plans
- Make decisions related to the delegation of healthcare tasks as directed by state laws and professional practice guidance
- Maintain inventory of supplies and first aid kits for students and adults on campus
- Provide students' accident reports and submit claims to the school health insurance program
- Oversee monthly onsite occupational health walk through and participate in the Safety and Health Committee with HR and local doctor
- Maintain continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs.
- Serve as Health Officer with other Nurses.

### How To Apply:

Please submit the following documents. Successful candidates will be contacted for an interview.

- Cover Letter
- **CV in Japanese and English**

Note: Successful candidates will need to complete a criminal background check (arranged and paid for by the school) before the final employment contract is issued.

### Required Skills

[English follows Japanese]

#### 必要な学歴・経験

- 看護師または養護教諭資格
- 看護師または学校看護師として3年以上の経験がある方（国際学校での経験がある方が望ましい）
- 衛生管理者資格 あれば尚可
- 経験と資格に応じ「ヘッドナース」の役職が付与される可能性あり
- 英語および日本語での会話・読み書きのスキル
- 記録管理能力およびPCスキル
- チームの一員として他者と協力できる方
- マルチタスクをこなす組織力とコミュニケーションスキル
- 日本の医療制度やヘルスケアシステムに関する知識
- 自己発信型で自発的に行動できる方
- 普通自動車運転免許証
- UWC ISAK Japanの目的や理念を理解していること

#### 求める人物像

- チームプレイヤーとしてUWC ISAK Japanに貢献いただける方
- 学校の成長に貢献し、前向きな姿勢と熱意を持って取り組める方
- 世界中から集まる多文化環境で働く能力をお持ちの方
- 組織内のあらゆるレベルの人々とうまく協力できる能力をお持ちの方
- 現状に固執せず、新しい挑戦や可能性を模索する意欲
- 複数の優先事項や業務を効果的に処理できる能力
- 柔軟性：必要に応じてプロジェクトや優先事項を調整する能力

この募集要項は、制約を設けるものではなく可能性を広げるためのものであり、随時修正を実施いたします。

### Required Academic and Professional Experience

- Licensed nurse or licensed nursing teacher 養護教諭 with more than three years of experience as a nurse or school nurse, preferably experience in an international school field
- Health officer's license preferable・衛生管理者資格
- Head Nurse position title is possible depending on experience and qualifications
- English and Japanese language skills required (both oral and written)
- Strong records management and computer skills

- Ability to collaborate with others as part of a team
- Require excellent organization as multitasking and communication skills
- Knowledge of the Japanese medical/healthcare systems
- Be a self-starter and self-motivated
- Valid Japanese drivers license.
- Understand the aim and philosophy of UWC ISAK Japan.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

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## Company Description