

**学校事務スタッフ / School Operations Officer 【教育事務又は豊富な秘書経験歓迎】**

1869年に成立した英国発のインターナショナルスクール日本校 | 国際的なカルチャー

**Job Information****Hiring Company**

Malvern College Tokyo

**Job ID**

1518941

**Division**

Operations

**Industry**

Education

**Company Type**

Small/Medium Company (300 employees or less) - International Company

**Job Type**

Permanent Full-time

**Location**

Tokyo - Other Areas, Kodaira-shi

**Salary**

4 million yen ~ 5.5 million yen

**Salary Bonuses**

Bonuses included in indicated salary.

**Work Hours**

8:00~17:30の間のうち連続した8時間45分（うち休憩1時間）

**Holidays**

週休2日（原則土日）、年末年始休暇、有給休暇

**Refreshed**

January 31st, 2025 13:16

**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**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

**Job Description**

**Division/School:** Malvern College Tokyo

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**Service location:** Kodaira City, Tokyo

**Reporting line:** Operation Manager

**Effective date:** Aug 2025

### Job Purpose

The School Operations Officer supports and coordinates daily school office operations, providing essential administrative and organizational assistance to the Operations Manager and School Heads. This role involves managing office workflows, liaising with staff and vendors, and ensuring efficient operational processes.

### Main Duties and Responsibilities

#### Operations and Facility Support

- Coordinate vendor and facility services, including scheduling, overseeing campus maintenance, managing minor repairs, and tracking school assets and supplies;
- Liaise with external vendors, such as the uniform shop and Malvern Academy, ensuring efficient service delivery;
- Maintain and update the staff portal, ensuring all information is accurate and up-to-date;
- Oversee vendor invoice processing to ensure timely and accurate payments;
- Contribute to facility management and safety procedures, including disaster preparedness activities in collaboration with local authorities and the community.

#### Reception, Records, and Credential Assistance

- Provide reception support, handling calls, assisting students, staff, families, and visitors, and managing visitor check-ins during scheduled hours;
- Oversee issuance and replacement of ID cards for students, parents, and staff, and manage locker key assignments;
- Coordinate student enrolment, withdrawals, and re-enrolment processes, preparing necessary files and updating school information systems;
- Manage and maintain student records, including attendance, grades, schedules, and disciplinary records, ensuring all files are organized and up-to-date.

#### Event and Program Support

- Coordinate event setups, including venue arrangements and refreshments, and provide on-site support as required;
- Support planning and execution for special programs, including yearbook development and summer school operations.

#### Procurement and Inventory Assistance

- Oversee procurement processes, including sourcing supplies, conducting price comparisons, and restocking items as needed;
- Maintain asset inventory, including labelling and tracking items for efficient record-keeping.

#### Community, Safety, and Emergency Protocols

- Assist with emergency drills and other safety protocols, participating in operations and health & safety meetings;
- Facilitate arrangements for school and community activities, acting as a liaison between the school and student families when necessary;
- Foster a positive school environment by ensuring that interactions with staff, students, parents, and visitors are prompt, efficient, and courteous

#### Bus Operation

Manage daily bus operations by maintaining updated student lists and responding to parent inquiries regarding schedules and arrangements.

#### Administrative and Clerical Support

- Organize and maintain both physical and digital files to ensure wellstructured and accessible data;
- Conduct data entry, database updates, and record maintenance as required;
- Perform research to support operational tasks and assist with administrative projects;
- Support scheduling and meeting coordination, ensuring organized recordkeeping for future reference;
- Perform additional tasks and responsibilities as requested by supervisors to support operational needs;
- Assist in ad hoc projects and other duties as assigned.

#### Key Relationships

Internal: Student families, Faculty, Office Staff, Leadership Team

External: Visitors, Prospective Families, Local Community

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### Required Skills

- Holders of a bachelor's degree
- A minimum of 3 years of work experience in an educational setting and/or in a secretarial or office administration role, with regular interaction with the public
- Strong organizational skills for effectively managing school records, files, and administrative processes.
- Proficiency in handling school data with the ability to quickly learn and adapt to new systems.
- Language proficiency: Japanese (native level) and English (business level).
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.
- Excellent communication and interpersonal skills, with a focus on professionalism and customer service.
- Ability to manage multiple priorities and adapt efficiently in a fast-paced, evolving environment.

- Strong attention to detail with the capability to maintain productivity and focus despite occasional interruptions.
  - Professional demeanour to positively represent the school in all interactions.
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## Company Description