



## Administration Officer

Renowned International School in Tokyo

### Job Information

#### Hiring Company

[The British School in Tokyo](#)

#### Job ID

203697

#### Division

Administration

#### Industry

Education

#### Company Type

Small/Medium Company (300 employees or less)

#### Non-Japanese Ratio

About half Japanese

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards, Minato-ku

#### Train Description

Hibiya Line, Kamiyacho Station

#### Salary

3 million yen ~ 4.5 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

Business Level (Amount Used: English usage about 75%)

#### Minimum Japanese Level

Native

#### Minimum Education Level

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

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**Job Description****Purpose of Job:**

To undertake a range of delegated tasks and responsibilities of an interpersonal, administrative nature in order:

- To support administrative tasks needed by school and school staff.
- To contribute to the BST operational procedures and processes.
- To administer all aspects of the BST Clubs & Activities Programme.
- To work collaboratively with other members of the administration department, the wider business team and the school community to ensure the efficient operation of the school.
- To work flexibly and support the needs of the school attending to matters as they arise.

**Key tasks****Administration of the Azabudai Hills campus**

- Manage and resolve enquiries from stakeholders such as a partner school, parents, staffs, and so on via email, telephone, and in person.
- Provide administrative support for the Primary school at Azabudai campus (events and daily operation) in a manner consistent with the highest level of performance and professionalism.
- Serve as a back-up receptionist, responsible for greeting clients and visitors to the campus building, handling all incoming calls, including their transfer to the relevant person, and following up registration of students by a class teacher.
- Keep BST Azabudai Hills & BST Showa reception areas, BC administration areas and storage areas neat, clean and tidy.
- Prepare and calculate the unstamped letters on daily basis and report the monthly cost to the finance department.
- Organise and prepare necessary documents for Tokyo Metropolitan Government and Local Government as necessary.
- Coordinate logistics for the whole school events such as INSET.
- Fulfil a land bus monitor role/ bus monitor role/ door duty for students safety as necessary.
- Build and maintain professional relationships between other departments within the school.
- Identify areas of improvement for operational efficiency with the Administration Manager, and help to coordinate their implementation.
- Undertake other ad-hoc and occasional tasks requested by the Administration Manager for ensuring the efficient operation of the office and school.

**Administration of the BST Clubs & Activities Programme**

- Work alongside the Deputy Principal and Club Coordinators to manage the termly clubs programme.
- Manage the clubs & activities sign up process, as well as the registration and allocation of students to clubs via our online platform SchoolsBuddy.
- Work with other admin officers to improve and develop the schools' use of SchoolsBuddy.
- Provide ongoing support and guidance to staff, parents and students on the use of SchoolsBuddy.
- Ensure facilities are booked for clubs and activities in conjunction with other admin team members.
- Communicating Bus Requirements and changes to Bus Coordinator.
- Work with the Communications Department to communicate the Clubs and Activities Programme to families, meeting the annual and termly deadlines.
- Field daily enquiries about the Clubs and Activities Programme.
- Manage the allocation of facilities and resources for our clubs and activities programme.
- Support the day to day running of our clubs programme.
- Track student attendance and participation in our clubs and activities programme via our online platform to enable us to make informed choices on development in our clubs and activities programme.
- Contribute to the development of strategic plans that enhances our clubs & activities programme.
- Alongside the Deputy Principal, develop and monitor systems to insure the quality of our clubs & activities programme.
- Contribute to the promotion of our clubs & activities programmes with our student and parent body.
- Ensure high quality communication with Externally Run Club (ERC) providers.
- Ensure all ERC providers are clear with expectations and maintain required documentation such as signed Safeguarding Code of Conduct, MOU.

**In addition to the tasks listed above, the administration officer will respond to other reasonable requests made by Director of Operations and/or Administration Manager for the efficient operation of the School.**

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**Required Skills****Person Specification**

- Excellent command of spoken and written Japanese.
- Good command of spoken and written English.
- Expertise in the use of email, internet, Google Apps and Microsoft Office Applications.

- Excellent organisational abilities.
- High standards of dress and professional behaviour.
- Excellent communication skills – ability to clearly communicate with people at all level including students of all ages and nationalities.
- Ability to remain calm under pressure.
- Ability to develop and maintain positive working relationships with other team members, the public, staff and students alike.
- Capabilities to work within time limits whilst continuing to prioritise and perform effectively.
- Calm, reassuring 'can do' approach.
- Flexibility, enthusiasm and commitment in a work environment.
- Self-starter with an ability to multitask.
- High standards of customer care.

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## Company Description

Please see the full job description here: <https://www.bst.ac.jp/employment/job-listings>

Our School is unique: the British School in Tokyo is the only international school in Japan providing a high quality British education following the English National Curriculum.

The British School in Tokyo was officially opened in 1989. 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 11 site, on the campus of Showa Women's University in Setagaya-ku about 20 minutes from Shibuya. From September 2010 we will be offering post-16 education for the first time by opening A-Level courses. 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.

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

ブリティッシュ・スクール・イン・東京は日本で唯一の英国インターナショナルスクールです。2つのキャンパスを持つ500名の学生が在籍している独立した共学校で、質の高いイングリッシュ・ナショナルカリキュラム教育を提供しています。

当校は英国学校なのでほとんどの学生がUK出身者ですが、対象年齢内で英語が流暢であればその他の国からの学生も迎え入れています。平均30ヶ国以上からの学生が在籍しています。

当校は国際的な環境下で最高の英国教育を提供する事を目的としています。規律のある親切な環境の中、すべての子供達が各自の学力を最大限に引き出す為に適切な挑戦とサポートを受けています。世界で最もエキサイティングで活発な国際都市景観の中で学生は忘れられない学習経験ができるでしょう。