



FUKUOKA INTERNATIONAL SCHOOL
INCLUDE • EMPOWER • IMPACT

Vacancy Announcement

Job Title: Head of School Assistant

Type: Business Office, Tier 2

Responsible to: Head of School, with close collaboration with Athletics Director and Business Office

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.

fis.ed.jp

3-18-50 Momochi, Sawara-Ku,
Fukuoka, 814-006, Japan
+81-92-841-7601
admin@fis.ed.jp



FUKUOKA INTERNATIONAL SCHOOL
INCLUDE • EMPOWER • IMPACT

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.

Qualifications, 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.

fis.ed.jp

3-18-50 Momochi, Sawara-Ku,
Fukuoka, 814-006, Japan
+81-92-841-7601
admin@fis.ed.jp



FUKUOKA INTERNATIONAL SCHOOL

INCLUDE • EMPOWER • IMPACT

- 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.

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.

Interested candidates should submit a **copy of their latest resume and cover letter** to email address: hradmin@fis.ed.jp

fis.ed.jp

3-18-50 Momochi, Sawara-Ku,
Fukuoka, 814-006, Japan
+81-92-841-7601
admin@fis.ed.jp