4-3-1 Hiroo, Shibuya-ku, Tokyo 150-0012 Japan
+81-3-3400-395 | www.issh.ac.jp
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Coordinator of the Apartment Rental Program and School Maintenance

About the Role

Job Type: Staff, Full-Time
Reports To: Business Manager; works collaboratively with the Facilities Coordinator
Location: On Campus
Start Date: As soon as possible

Overview: Coordinator of the Apartment Rental Program and School Maintenance is responsible for school apartments and also leading a small maintenance team, building good relationships across the school, coordinating daily maintenance and logistical preparations for events, helping with simple in-house repairs and ensuring the health and safety of students, personnel and visitors.

Core Responsibilities:

- Apartments for overseas hires: engage with the school's real estate agents to locate/lease apartments; set up apartments for basic move-in condition: furniture, phone, IT, appliances, and an instruction sheet in English, and assist with move-in day as needed; manage monthly utility bills/repairs/needs;
- Help welcome new overseas direct hires and get them settled in their apartments;
- Ongoing communication as needed with teachers in the school apartments;
- Lead the maintenance team to ensure the building is safe and secure, and well maintained;
- Anticipate, organize and supervise the set-up and clean up of events;
- Coordinate and supervise the maintenance team to address daily operational needs of the school community.

Qualifications:

- Leadership qualities for managing a team of three staff members;
- Experience in establishing priorities and managing logistics;
- Effective communication skills; native Japanese language, and ability to communicate in English both orally and in writing;
- Proficient in using a computer for communication, planning software, spreadsheets;
- Committed to student well-being and safeguarding, and to support the Sacred Heart Goals and Criteria.

How to Apply

Please fill out the online application form.

For positions requiring Japanese language, a Japanese CV is not required but may be submitted in addition to the English materials if the applicant prefers.

About International School of the Sacred Heart

ISSH is a private, not-for-profit all-girls Catholic day school in Tokyo. Founded in 1908 to provide an education for women to prepare them for success in an ever-changing world, Sacred Heart is an international community of students, educators, and families dedicated to the goal of supporting girls and young women in "growing with courage and confidence." Approximately 50 nationalities are represented in our school community, as well as almost 20 different religions, faiths, and belief systems. ISSH offers an in-house curriculum that culminates in the US-based Advanced Placement program in high school, and the majority of graduates go on to attend universities in the US, the UK, Canada, or Australia. As a Sacred Heart school, it is a part of an international network of Sacred Heart schools worldwide, providing an extended network beyond the school community.

Child Protection Statement

Sacred Heart places a high priority in protecting the students in our care. By submitting an application, you also consent to Sacred Heart conducting full background checks on you as a condition of any contract offer made, and understand that Sacred Heart has the right to rescind any offer of employment should there be any concerns raised through those checks. You also understand that you will be asked to sign a child protection statement at the time of accepting any offer of employment from Sacred Heart. If hired, you agree to fully read and understand the Child Protection Handbook of Policies and Procedures Policy.