

Admissions Officer

Position Overview

The Admissions Officer is responsible for managing the admissions process across all divisions of KA International School and coordinating with other subsidiaries of the parent company (Global KA). The role requires a strong understanding of the school's mission, vision, and guiding statements, as well as a genuine interest in education and student success.

The Admissions Officer is expected to maintain a thorough and up-to-date understanding of KAIS, including curriculum, schedules, extracurricular programs, and pedagogical approaches, in order to communicate clearly and accurately with prospective families.

Key Responsibilities

- Manage the admissions process across all divisions of KA International School
- Serve as the main point of contact for prospective families, responding to inquiries and guiding applicants through the admissions process
- Schedule and support school tours, interviews, and admissions tests
- Communicate school programs, curriculum, pedagogy, and student life clearly and accurately to prospective families
- Along with the Admissions Director, serve as a liaison between KAIS and Global KA entities on admissions-related matters
- Maintain accurate admissions records, documentation, and reporting
- Collaborate with school leadership, academic teams, and marketing staff to support enrollment planning and initiatives
- Provide translation and interpretation for parents, guardians, and teachers in English and Japanese

Qualifications

- Bachelor's degree
- Experience in school admissions, administration, or a related role is a plus
- Demonstrated ability to work across multiple teams or organizations
- Strong understanding of admissions processes within a school group or network is an advantage
- Excellent communication, interpersonal, and relationship-building skills
- Strong organizational skills and attention to detail
- Professional, service-oriented approach when working with families
- Experience in an international school is an advantage
- Proficiency in English and Japanese is required
- IT, web, and graphic design skills are preferable

Safeguarding Requirements

KA International School is committed to safeguarding and promoting the welfare of children. All staff are required to:

- Provide a criminal background check and the names and contact information of 2 professional references as part of the recruitment process
- Complete required safeguarding training
- Adhere strictly to child protection and confidentiality guidelines



Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection.

To apply please send your resume to careers@kainternationalschool.com.

Please note that due to the volume of applications, only successful candidates will be contacted.