



RUGBY SCHOOL JAPAN

Human Resources Manager, Rugby School Japan

Rugby School Japan was established in September 2023 to champion a new era of British international education in Japan. It is Rugby's second international sister school. The School is a co-educational day and boarding school based on a campus within walking distance of a baseball stadium, football pitch, lake and running track in Kashiwanoha Park.

Rugby School Japan shares Rugby's ethos of 'the whole person, the whole point': the School believes in taking education beyond the classroom and nurturing the whole person – in mind, body and spirit – to give pupils a holistic sense of self and to enable them to achieve in all areas of life. Rugby School Japan aims to become a benchmark for British education worldwide.

Rugby School

Rugby School is a co-educational boarding and day school situated in the English county of Warwickshire. Founded in 1567, it is one of the original ten English public schools defined by the Public Schools Act 1868. Rugby's greatest Head Master, Dr Thomas Arnold (1828-42), transformed British education and formed the model that many other schools have since adopted. He recognised a modern concern – that education should address the formation of character, going beyond an understanding of learning as simply the acquisition of knowledge.

Today, the School has 850 pupils aged 13 to 18 housed in 15 houses, 13 of which are for boarders and 300 pupils aged 3 to 13 at its Prep school, Bilton Grange. Rugby is national and international in outlook and recruitment, with boys and girls from all over the UK and 10% from overseas. The School is now almost equally populated by boys and girls. In 2022, Rugby achieved record results at GCSE and A-level, and has been described by Tatler as 'a school at the top of its game'. The opening of Rugby School Japan is the next step in this rich history, as Rugby proudly takes its educational philosophy international to make a difference across the world.

Academic

In line with Rugby's mission to offer a broad education that is not merely about an acquisition of knowledge, Rugby School Japan offers a diversity of subjects from a young age. The Rugby School Japan Curriculum, across the range of academic subjects, is designed:

- to instil a love of learning and of individual subjects,
- to ensure social and personal development,
- to foster a multicultural and multilingual environment, which in addition to Modern Foreign Languages, celebrates local Japanese cultures and traditions,
- to provide academic support and acceleration as appropriate,
- to develop a suitable work ethic and self-motivation and to help each child to reach his or her academic potential,
- and ultimately to prepare children for IGCSE and A level.

The School offers the National Curriculum of England Key Stage 3 in Years 7-9 when all pupils complete the Rugby Learner Profile, IGCSE courses in Years 10 and 11, and A-Levels in Years 12 and 13. Lessons take place over 6 days per week, and academic enrichment is available to all age groups during the school day and in the evenings. Teachers are drawn from around the world, and the School targets outstanding educators, with proven records of achievement as

teachers and scholars. They have an enthusiasm for teaching in an international setting, and a commitment to making Rugby School Japan a world-class school.

Pastoral

Rugby School Japan aims for the quality of its pastoral care to be apparent in the smiles and sounds of busy children enjoying their day. Good pastoral care comes from the staff caring about all the children. The School strives to get to know and understand each child, building strong relationships with them. Rugby's tutor-based approach means that teachers have a first point of contact should there be a concern for a child. This also means parents can go to the tutor with any concerns they may have and get a quick response to help resolve the issue. Pupils are encouraged to talk to any member of staff about a worry they might have, including their Tutor, Housemaster/mistress, or the School counsellor.

Boarding

The House system, which originated at Rugby School 200 years ago, is a central aspect of the pastoral care throughout Rugby School Japan. Within their Houses, girls and boys have regular opportunities to represent their House in a range of sports, music, drama, and co-curricular events, and to earn points for their House. The School takes boarders from Year 7 through Year 13 (aged 11 to 18) and anticipates providing boarding across six Houses at capacity. Throughout their time, boarders are cared for by a committed team of house staff.

Co-curricular

Rugby School Japan's co-curricular programme is a key strength the School celebrates, as the broad range of activities enriches each child's learning experiences. These activities are run by staff members, who are encouraged to promote their own passions and hobbies outside the classroom, as well as specialist instructors brought in to broaden the programme on offer. Activities range from horse riding to sailing, Duke of Edinburgh to spoken word poetry, engineering to archery. Pupils and teachers enjoy access to our affiliated North Peak enrichment campus and Home Farm in Hokkaido. Here they engage in meaningful interactions with the natural environment, understanding the role of sustainability, the arts and the ability to face and overcome challenges.

Sport

Throughout Rugby School Japan's educational experience, PE and sport play an integral role. The School is committed to creating a positive PE and sporting culture in which teachers, coaches, parents, supporters, and officials work together to achieve the School's vision. This area of education is not simply about health and fitness but about learning skills and life lessons that prepare boys and girls for the world beyond school. It is also about preparing some pupils for a professional sporting career. The School has access to world-class sports facilities with a large indoor sports hall (1,200 square meters), a 25-meter swimming pool, tennis courts, and a full-size 3G rugby pitch. The incredible surroundings—a baseball stadium, football pitch, lake, and running track within walking distance of the school—provide the School community with the means to give the boys and girls plenty of space and fresh air to grow.

The Location

Rugby School Japan is located on a 4-hectare city campus in Kashiwanoha, Chiba Prefecture (Greater Tokyo). On one of the Chiba University campus sites, the School is fitted with all the state-of-the-art facilities expected from a world-class educational facility, including professional-standard sports facilities, a black-box theatre, a dance studio with Harlequin flooring, and more. Thirty minutes by train from Central Tokyo, Kashiwanoha is designed to become a smart micro city, leading by example and championing sustainability.

Japan boasts some of the most unique and beautiful landscapes, vistas, volcanoes, and coasts in the world. The country is home to the highest quality and most diverse range of offerings imaginable—globally sought-after skiing and snowboarding in Niseko, scuba diving in Okinawa, industry-leading technological advancements in transportation, engineering, and IT, and a celebrated history that uniquely blends Japanese and Western cultures.

JOB DESCRIPTION

Job Title	Human Resources Manager
Department	Administration
Function	Human Resources
Reports to (Job Title)	For operational matters: Director of Operations For contractual and legal matters: Corporate HR
Location	Rugby School Japan

The HR Manager provides high-quality HR advice and support to employees, line managers, and the School's leadership team under the direction of Corporate HR and the Director of Operations. The role involves directly managing a small team that plays a central part in establishing, maintaining and evolving HR workflows, systems, and policies. While the role may focus on a specific HR function at times, the HR Manager is part of a wider team and must have a comprehensive understanding of all HR activities, making them a strategic partner in driving the HR agenda forward.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Strategic HR & Employee Lifecycle Management

- **Recruitment & Selection:** Manage the full recruitment lifecycle, from partnering with school leadership to draft compelling job advertisements to coordinating the interview process. Utilize an applicant tracking system and ensure timely communication with candidates. Oversee all pre-employment and safeguarding checks, upholding Safer Recruitment Practices.
- **Onboarding & Offboarding:** Lead a seamless and compliant employee lifecycle, from initial job offer through to their final day. This includes collaborating with immigration counsel on visa and legal matters and developing a comprehensive induction process for all new hires. For departing employees, manage all offboarding administration, conduct exit interviews, and analyze feedback to inform retention strategies.
- **Talent Management & Development:** Oversee performance management and development initiatives to align with school objectives. This includes monitoring probationary periods, supporting staff appraisals, and ensuring all employees have access to relevant professional development opportunities and mandated training.

Compliance, Operations, and Data Management

- **Japanese Labour Law Compliance:** Ensure the school's HR policies and practices are in full compliance with all relevant Japanese labor laws, including the Labor Standards Act (*Rodo Kijun Ho*). Actively monitor legislative changes, prepare and file all required statutory reports with government agencies, and provide expert legal guidance to leadership on employment matters.
- **Payroll & Vendor Management:** Act as the primary liaison for the school's external payroll vendor. Ensure the timely and accurate submission of all payroll data—including salaries, allowances, and bonuses—and manage the administration of social insurance (*shakai hoken*) and other statutory benefits.
- **HR Information System (HRIS) & Records:** Lead the administration and optimization of the school's HRIS to ensure the integrity, security, and confidentiality of all employee data. Meticulously maintain both electronic and paper personnel files and conduct regular data audits to ensure the integrity of HR information. Oversee all attendance and leave records.

Advisory & Service Delivery

- **HR Advisory & Employee Relations:** Serve as a strategic HR partner to senior leaders, middle leaders, and staff. Interpret and advise on HR policies, providing guidance on a wide range of HR issues from employee relations to performance management. Act as the first point of contact for all HR inquiries, ensuring timely and effective resolution.
- **Service Effectiveness & Reporting:** Strategically monitor the effectiveness of HR services and drive continuous improvement. Analyze key HR metrics, such as employee turnover, retention, and recruitment efficiency, and present clear, data-driven reports to leadership to inform and support decision-making.

Team Leadership & Development

- Lead and mentor a small HR team, fostering an environment of collaboration, accountability, and professional growth. Manage team performance, providing regular feedback and conducting performance reviews to support individual and team success. Identify training and development needs for team members, helping them acquire the necessary skills and knowledge to effectively deliver on HR initiatives. Delegate tasks and responsibilities to empower the team, while ensuring all HR functions are executed with accuracy and efficiency. Serve as a role model for professional standards, ethical conduct, and exceptional service delivery within the HR function.

Confidentiality & Safeguarding

Ensure the confidentiality of all HR-related information. Support the safeguarding agenda by ensuring compliance with safer recruitment practices, maintaining the School's Single Central Record, and completing required safeguarding training.

Additional Duties

Any other reasonable tasks as delegated by the line manager or senior leadership team such as administrative support for the Operations & Administration Department. Additionally, fulfil wider professional responsibilities by making a positive contribution to the wider life and ethos of the School.

Child protection, discipline, health and safety

- Safeguard and promote the welfare of all the children and young people at Rugby School Japan.
- Maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.
- Ensure all staff act in accordance with Rugby School's policies and procedures.

Equality and diversity

- Acting in accordance with Rugby School Japan's equality and diversity policy, maintaining a fair and consistent manner in all actions.

Flexibility

- Undertake such other reasonable duties from time to time as the School may reasonably require.

PERSON SPECIFICATION

	Essential <i>Qualities without which the applicant could not be appointed.</i>	Desirable <i>Extra qualities used to choose between qualified applicants.</i>
Qualifications	<ul style="list-style-type: none">● Minimum secondary school level education.	<ul style="list-style-type: none">● Minimum of CIPD Level 3 qualification.

Experience	<ul style="list-style-type: none"> • Experience working in a senior HR role. • Experience working in a payroll, recruitment or on-boarding role. • Experience working with an HR database. • Experience providing HR support to employees, line managers and senior managers and managing their different needs. 	<ul style="list-style-type: none"> • Experience working as a HR Manager or Director. • Experience working in an international school in Japan. • Experience working with expat compensation packages. • Experience establishing HR processes and/or systems. • Experience working for non-Japanese management. • Experience providing HR support to non-Japanese employees.
Skills	<ul style="list-style-type: none"> • Fluent in Japanese • Highly proficient in English. • Excellent interpersonal, written and oral skills. • Organised, accurate, and thorough. • Able to understand, interpret, apply, and communicate Japanese Labour Standards and HR strategy. • Able to maintain and respect employee confidentiality. • Able to handle difficult situations with tact and diplomacy. • Able to establish and monitor workflows to ensure high quality. • Proficient in using office software and HR information systems. 	<ul style="list-style-type: none"> • Fluent in English • Outstanding customer service skills and the desire to provide a first-class HR service. • High degree of initiative and forward planning. • Good numerical skills with the ability to interpret and present statistical information. • Able to manage a team. • Able to identify processes and systems in need of improvement. • Able to establish new workflows, processes, and systems.
Personal competencies and qualities	<ul style="list-style-type: none"> • Committed to safeguarding children. • Determined to grow and develop as an individual. • Willingness to embrace a coaching philosophy in all aspects of school life. • Team-player, who is flexible to take on any task assigned. • Able to work flexibly and take on new or different tasks if and when required to do so. 	

**The above will be assessed based on contents of the application form, interviews, insights from professional references, independent verifications.*

The Benefits

The remuneration package will be competitive.

APPLICATION PROCESS

Closing Date

30 November 2025 (early applications are encouraged); Rugby School Japan reserves the right to make an appointment at any stage of the recruitment process.

Interviews

Interviews will take place in person or online.

Qualifications, Identification, Health and Background Checks

Please note that you may be required to bring documentation to the interview providing proof of your identity and

qualifications. You may also be required, within the final appointment process, to undergo a health check and relevant background checks as part of the School's recruitment and safeguarding procedures.

Child Protection

Rugby School Japan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS. In addition, all successful candidates will be vetted in accordance with COBIS, NMBS and KCSiE requirements. The Rugby School Group Safeguarding Policy can be found at <https://rugbyschooljapan.ed.jp/wp-content/uploads/2025/09/Safeguarding-Policy-2025-2026-v1.0.pdf>