



RUGBY SCHOOL
JAPAN

Registry Manager

About Us

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.

About 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.

The Role

We are seeking to appoint a Registry Manager to establish and lead the Registry Department of the school. The Registry Manager will oversee all aspects of pupil records, enrolment, compliance and billing, and will supervise a Registry Officer(s). In addition, this role will take responsibility for pupil onboarding and offer-holder engagement, ensuring a smooth and supportive experience for families from the point of acceptance through to arrival at school.

Job Description

Pupil Onboarding and Offer-Holder Engagement

- Act as the primary point of contact for families once an offer of admission has been accepted, through to the pupil's arrival on campus
- Develop and deliver a structured onboarding programme for offer holders and families, including pre-arrival communication and information packs, etc.
- Create a high-quality enrolment experience; coordinate with Admissions, Boarding, Pastoral Care and Academic departments to ensure parents receive accurate, timely information
- Assist the Admissions Office with registering information of new pupils; take the lead in the enrolment procedures and paperwork
- Maintain oversight that international pupils' visa applications are submitted in line with their start date
- Manage the relationship between RSJ and our partner education guardian service provider to ensure smooth communication between Houses, Guardians, and parents

Registry

- Oversee the processing of pupil profiles to ensure the correct information is registered in the school's database
- Ensure systematic communication with parents and teachers to keep records current
- Conduct checks to make sure international pupils are compliant with immigration regulations and on required visas; stay up to date with visa requirements
- Assist with the migration of pupil data into various systems including for academic reports, public examinations, university applications, etc.
- Help prepare pupil data for inspections, as may be required
- Generating reports of pupil demography data for analysis
- Respond to inquiries from staff, and parents regarding registration, academic policies, and other related matters
- Coordinate registration processes and ensure compliance with policies and regulations
- Work with various departments to ensure the precise and timely reporting of student data
- Assist with the development and implementation of relevant policies and procedures

Student Accounts and Billing

- Oversee invoicing and the management of pupil financial records
- Implement revenue protection procedures; track payments and help with the filing of banking records
- Generate reports of fee data for analysis
- Assist with anti-money laundering checks and other compliance procedures as may be required
- Manage scholarships, discounts and other financial arrangements as may be granted by the school from time to time
- Work closely with sponsors, relocation companies and other corporate partners to develop a personalised, flexible approach to revenue

Requirements

Compulsory

- Bachelor's degree or above
- Experience with CRM systems
- Fluency and good writing skills in English
- Proven supervisory or management experience
- Experience in registry, admissions, student services or related functions
- Knowledge of academic calendar structures, international education systems and qualifications

Preferable

- Experience working in an educational setting
- Bilingual in English and Japanese

- Familiarity with immigration, compliance and safeguarding requirements
- Familiarity with digitisation and technological innovations in educational institution(s)

Dispositions

- Attention to detail with strategic oversight
- Ability to lead, motivate and develop a small team
- Excellent organisational and communication skills
- Capacity to manage multiple priorities and deadlines calmly
- Strong intercultural awareness and empathy for families transitioning internationally
- Professionalism, approachability and a collaborative spirit

The Benefits

The remuneration package will be competitive.

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>