RUGBY SCHOOL
JAPAN

# School HR Officer

JOB DESCRIPTION AND PERSON SPECIFICATION

## About Rugby School Japan

Rugby School Japan (RSJ) is a co-educational British international boarding and day school for pupils aged 11 to 18 (Years 7-13), located in Kashiwanoha Smart City in Greater Tokyo. Opened in September 2023 as Rugby School's second international sister school, RSJ offers IGCSE and A level programmes within a rich academic, pastoral, boarding and co-curricular environment.

RSJ shares Rugby School's ethos, 'The Whole Person, The Whole Point'. The School combines high academic expectations with character development, outstanding pastoral care and a strong House community. RSJ is established as a school corporation under Japan's Private Schools Act, is accredited by the Governor of Chiba Prefecture and is a member of the Council of British International Schools (COBIS).

## Role information

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| **Job title** | School HR Officer |
| **Department** | Human Resources |
| **Function** | School HR Operations and Employee Services |
| **Reports to** | HR Manager |
| **Direct reports** | None |
| **Key working relationships** | Principal, COO, senior and middle leaders, Payroll Officer, Finance, IT, Operations, Safeguarding leads, hiring managers, employees, candidates and external HR, immigration and recruitment partners |
| **Location** | Rugby School Japan |
| **Contract** | Full-time, Fixed Term, Renewable |

## Role purpose

The School HR Officer provides accurate, timely and confidential operational support across the employee lifecycle for teaching, boarding and support staff. The role is a first point of contact for routine HR enquiries and ensures that recruitment, safer recruitment, contracts, onboarding, employee records, leave, changes and leavers are administered consistently and professionally.

Reporting to the HR Manager, the postholder will maintain reliable HR systems and files, coordinate pre-employment and immigration processes, support managers and employees, prepare authorised payroll inputs and help the School meet its employment, safeguarding, privacy and record-keeping obligations.

The HR Officer supports but does not independently determine employee-relations outcomes, contractual exceptions, remuneration or policy. Such matters are escalated to the HR Manager and, where appropriate, authorised leaders or professional advisers. The Payroll Officer remains responsible for payroll calculation and processing; the HR Officer is responsible for supplying complete and approved employee changes by the agreed cut-off.

# Key responsibilities and accountabilities

## Recruitment and safer recruitment

- Coordinate recruitment administration from approved vacancy request through appointment, including job descriptions, advertising, application records, candidate communication, interview schedules and selection documentation.
- Provide candidates and hiring managers with a professional, well-organised and equitable recruitment experience.
- Obtain and record identity, employment-history, qualification, reference, criminal-record, overseas and other pre-employment checks required by School policy and the role.
- Maintain the School's safer-recruitment and compliance register, track outstanding checks and ensure no candidate starts without documented authorisation.
- Prepare conditional offers and recruitment correspondence using approved templates and terms.
- Support interview panels with documentation, safeguarding requirements and accurate records of decisions.
- Produce recruitment, vacancy and time-to-hire information and identify recurring delays or risks.

## Contracts, onboarding and international staff support

- Prepare contracts, statements of terms, variation letters and other employment documentation for review and approval by the HR Manager.
- Coordinate collection of pre-employment documents and maintain a clear status tracker for each new starter.
- Build and administer onboarding plans covering induction, safeguarding, policies, mandatory training, payroll information, IT access, facilities, accommodation and other practical arrangements.
- Support status-of-residence, visa, relocation and related processes for international hires in coordination with authorised advisers and internal teams.
- Coordinate joiner notifications and checklists across HR, Payroll, IT, Finance, Operations, Facilities, Security and the relevant department.
- Track probation dates, obtain reviews on time and issue approved confirmation or extension correspondence.
- Gather onboarding feedback and recommend practical improvements to the new-starter experience.

## HR systems, records and compliance

- Maintain accurate employee master data, electronic personnel files, organisation charts and document-control records in the approved HR system.
- Process authorised changes promptly and preserve a clear audit trail of effective dates, approvals and supporting documents.
- Manage access to HR information on a need-to-know basis and apply the School's retention, disposal, privacy and information-security requirements.
- Track policy acknowledgements, mandatory training, licences, checks, contract dates and other compliance milestones.
- Prepare regular headcount, turnover, absence, recruitment and workforce reports for the HR Manager and authorised leaders.
- Support internal and external audits by producing complete, well-organised and accurate records.

## Employee lifecycle administration and service

- Respond promptly and sensitively to routine employee and manager enquiries, explaining policy and process and escalating matters beyond delegated authority.
- Administer annual leave, sickness absence and other leave records, including required documentation, reminders and return-to-work administration.
- Support the administration of benefits, allowances and employee schemes, maintaining accurate eligibility and enrolment records.
- Prepare approved documentation for promotions, transfers, salary changes, working-pattern changes and other contractual variations.
- Coordinate the administration of maternity, paternity, childcare, family-care and other statutory or contractual leave with the HR Manager and advisers.
- Manage leaver checklists, final documentation, exit interviews, property-return confirmation, access closure and required certificates.
- Prepare accurate employment letters and confirmations for authorised purposes while protecting confidential information.

## Employee relations, development and wellbeing support

- Provide accurate case administration for grievance, disciplinary, performance, capability, attendance and other employee-relations matters under the direction of the HR Manager.

- Arrange meetings, prepare papers, take clear factual notes, track actions and maintain confidential case files.
- Support appraisal and professional-development processes by maintaining timetables, completion records and training data.
- Assist with staff surveys, wellbeing initiatives, recognition activity and engagement events as agreed.
- Identify patterns or concerns in enquiries and records and raise them with the HR Manager at an early stage.

### Payroll, workforce planning and finance interface

- Provide the Payroll Officer with complete, authorised and accurately dated joiner, leaver, salary, allowance, benefit, deduction, absence and other payroll changes by the published cut-off.
- Reconcile employee lists, contractual data and payroll inputs, investigate exceptions and correct HR records promptly.
- Respond to payroll queries relating to HR source data while leaving calculation, statutory processing and payment control with the Payroll Officer and Finance.
- Support headcount, establishment and staffing-cost reporting for workforce and budget planning.
- Ensure no unauthorised promise, contractual commitment or change to pay or benefits is communicated or processed.

### Process improvement and team contribution

- Maintain clear HR procedures, templates, calendars, checklists and service standards and keep them under review.
- Monitor turnaround times, data quality and recurring errors and recommend proportionate improvements.
- Provide reliable cross-cover for core HR administration and contribute positively to shared team priorities.

## Key measures of success

Specific annual targets will be agreed through the School's planning and appraisal process. The role will ordinarily be assessed against the following measures:

- Recruitment and onboarding processes completed accurately and to agreed timescales.
- All required safer-recruitment checks complete and recorded before authorised start dates.
- Accurate, current and audit-ready HR records, files and compliance trackers.
- Contracts, variations, probation actions and leaver documentation issued promptly after approval.
- Complete and accurate payroll changes submitted by cut-off, with minimal avoidable corrections.
- Responsive, professional service to candidates, employees and managers.
- Clear escalation of risk, confidentiality maintained and continuous improvement actions delivered.

## Person specification

The criteria below indicate the knowledge, experience, skills and personal qualities expected for the role.

| Category | Essential | Desirable |
|---|---|---|
| **Qualifications** | • Degree, diploma or equivalent professional experience in human resources, business administration or a related field.<br>• Evidence of relevant continuing professional development. | • Recognised HR qualification or progress towards one.<br>• Training in safer recruitment, employment law, immigration administration or data protection. |
| **Experience** | • At least three years' experience in HR administration, recruitment, people operations or a closely related role.<br>• Experience managing confidential employee records, contracts, onboarding and employee changes.<br>• Experience coordinating multiple deadlines and stakeholders in a service-focused environment. | • Experience in an international school, independent school or other education setting.<br>• Experience supporting international hires, immigration, relocation or expatriate benefits.<br>• Experience with employee-relations case administration and safer recruitment. |

| Category | Essential | Desirable |
|---|---|---|
| **Skills** | • Professional working proficiency in English and Japanese, written and spoken.<br>• Excellent organisation, accuracy and attention to detail, including effective-date and document control.<br>• Warm, tactful and responsive interpersonal skills with appropriate professional boundaries.<br>• Ability to explain policy and process clearly and know when to escalate.<br>• Strong ICT skills, including HR systems, spreadsheets, document production and secure file management.<br>• Ability to prioritise independently, meet fixed deadlines and work calmly during peak recruitment and onboarding periods. | • Data-reporting and dashboard skills.<br>• Interview coordination or recruitment-system expertise.<br>• Experience improving HR workflows or templates. |
| **Knowledge** | • Working knowledge of the employee lifecycle and sound HR administrative practice.<br>• Understanding of safer recruitment and safeguarding responsibilities in a school.<br>• Awareness of Japanese employment requirements and the need to obtain specialist advice where appropriate.<br>• Understanding of confidentiality, data minimisation, retention and secure handling of personal information. | • Knowledge of international-school staffing and British school safeguarding expectations.<br>• Knowledge of status-of-residence, visa or relocation processes in Japan.<br>• Knowledge of payroll inputs, benefits administration and workforce reporting. |
| **Personal competencies and qualities** | • Committed to safeguarding children and young people.<br>• Trustworthy, discreet and able to handle sensitive information with complete integrity.<br>• Service-minded, approachable and culturally sensitive.<br>• Fair, consistent and careful not to overstep delegated authority.<br>• Proactive, dependable and willing to follow matters through to completion.<br>• Collaborative and committed to the success and wellbeing of colleagues across the School. | • A genuine interest in building excellent employee experience in an international school. |

## Appraisal and professional development

- Participate fully in the School's appraisal and professional development arrangements.
- Undertake training reasonably required to meet changing operational, professional, safeguarding or regulatory expectations.
- Maintain current knowledge of relevant professional practice and contribute to a culture of continuous improvement.

## Safeguarding, conduct, health and safety

- Safeguard and promote the welfare of children and young people and act at all times in accordance with the School's safeguarding and child protection policies.
- Report any safeguarding concern promptly through the School's established procedures.
- Maintain appropriate professional boundaries and model the standards of conduct expected of all RSJ employees.
- Comply with the School's health and safety, data protection, information security and risk-management requirements.

## Equality, diversity and inclusion

- Act in accordance with the School's equality, diversity and inclusion expectations, treating pupils, families, colleagues and external partners fairly and respectfully.
- Communicate sensitively and effectively across cultures, languages and backgrounds.

## Flexibility

- Contribute positively to the wider life and ethos of the School.
- Undertake other reasonable duties consistent with the level and purpose of the role.
- Work flexibly during peak recruitment, onboarding and year-end periods and attend occasional out-of-hours recruitment or staff events when required.

## Terms and application process

The remuneration package will be competitive and commensurate with the responsibilities of the post and the successful candidate's experience. Full details of the application process, closing date and proposed start date will be provided in the recruitment advertisement.

### Safer recruitment and pre-employment checks

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. Appointment is subject to satisfactory identity, qualification, employment-history, reference, criminal-record and other background checks appropriate to the role and the candidate's countries of residence, together with any health, immigration and right-to-work checks required by the School or law.