



## RUGBY SCHOOL JAPAN

### **Operations Manager, Rugby School Japan**

Rugby School Japan will launch in Kashiwanoha (“Oak Leaf”) Smart City, Chiba Prefecture (Greater Tokyo), in September 2023 to champion a new era of British international education in Japan. It will be Rugby’s second international sister school. The School will be 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 will offer 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 will offer the National Curriculum of England Key Stage 3 in Years 7-9 when all pupils will complete the Rugby Learner Profile, IGCSE courses in Years 10 and 11, and A-Levels in Years 12 and 13. Lessons will take place over 6 days per week, and academic enrichment will be available to all age groups during the school day and in the evenings.



Teachers will be drawn from around the world, and the search will target outstanding educators, with proven records of achievement as teachers and scholars. They will have an enthusiasm for teaching in an international setting, and a commitment to making Rugby School Japan a world-class school.

### **Pastoral**

It is Rugby School Japan's aim for the quality of the 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 will strive 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 originated at Rugby School 200 years ago and will be 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 will take boarders from Year 7 through Year 13 (aged 11 to 18) and anticipates providing boarding across six Houses at capacity. Throughout their time, boarders will be cared for by a committed team of house staff.

### **Co-curricular**

Rugby School Japan's co-curricular programme will be a key strength the School will celebrate, as the broad range of activities enrich each child's learning experiences. These activities will be run by staff members, who will be 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 will range from horse riding to sailing, Duke of Edinburgh to spoken word poetry, engineering to archery. Pupils and teachers will enjoy access to our affiliated North Peak enrichment campus and Home Farm in Hokkaido. Here they will 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 will 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 will have access to world-class sports facilities with a large indoor sports hall (1,200 square metres), a 25-metre 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 to the school – will provide the School community the means to provide the boys and girls with plenty of space and fresh air to grow.

### **The Location**

Rugby School Japan will be located on the 4-hectare city campus in Kashiwanoha, Chiba Prefecture (Greater Tokyo). On one of the Chiba University campus sites, the School will be 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 being designed to become a smart micro city, leading by example and championing sustainability.

Japan boasts some of the most unique and beautiful landscapes, vistas, volcanos 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

<b>Job Title</b>	Operations Manager
<b>Department</b>	Operations
<b>Function</b>	Operations & Administration
<b>Reports to (Job Title)</b>	Director of Operations
<b>Location</b>	Rugby School Japan

### The Role

To provide the overall operational management for all aspects of Domestic Operations, including Health and Safety and Security, HR, IT, catering, administration, premises management, lettings, security and operations support at the RSJ campus.

To manage operational staff (both directly employed and outsourced) ensuring that resources are used effectively at RSJ  
To develop high quality systems and services throughout the school offering support where required.

## KEY RESPONSIBILITIES/ACCOUNTABILITIES:

### Domestic Operations

- Lead and manage the School's cleaning operations via the outsourced provider..
- Manage the School's catering provision through the outsourced provider, ensuring they meet service levels agreed within budget.
- To manage the school minibus.
- To prepare budgets and be responsible for cost management of all domestic operations.

### Health and Safety & Security

- To ensure the School is up to date and compliant in all areas of Health and Safety and Fire Safety, including to the School's management.
- To manage the outsourced security function, ensuring the provision of appropriate and cost effective security services all year round.
- Ensure that accurate and meaningful statistical analyses of accident and security incidents and other important health and safety and security matters are produced regularly, and that appropriate recommendations are made to address issues highlighted by this and other management information.

### Compliance and Risk Management

- To liaise and work with the Operations team on all matters relating to compliance in Operations and Health and Safety, to ensure the school complies with all relevant regulations which come under the COBIS inspection regime and National Minimum Standards for Boarding Schools or other regulatory requirements.
- To ensure procedures, processes, records and all necessary documentation are in place so that the School meets the requirements of any inspections by the above mentioned or other approved regulatory bodies in Operations and Health and Safety. Periodically this will require an audit of such arrangements to be carried out by the incumbent or Compliance Officer.
- Keep up to date the Risk Management Register and Higher Risks Grid which is presented to the Governing Body's Audit and Risk Committee and the Governing Body at each of their meetings.



- Keep up to date the School's Critical Incident Plan and Lockdown procedures. To ensure Critical Incident and Lockdown exercises are practised regularly.

### **HR & Legal**

- Line manage school administrators in order to complete HR tasks.
- Supporting the recruitment and selection process: arranging / attending interviews and updating the School's recruitment database.
- Undertaking vetting process to support HR in the recruitment of new employees to the School, including carrying out safeguarding checks on all new employees, completing relevant paperwork and chasing up.
- Maintain the Single Central Register ensuring that is kept current and accurate and in accordance with legal requirements.
- Arrange and co-ordinate the offer of employment process through to the induction.

### **Administration & Reception**

- To line manage the receptionist and administrators in all aspects of their responsibilities.

### **Premises Management, Security, Safety & Lettings**

- To manage the outsourced premises team in managing all aspects of premises and security, including building maintenance, development of facilities, the Asset Register
- To ensure that RSJ complies with all aspects of Japanese Health and Safety legislation at all times, and that all breaches of Health and Safety are recorded and followed up
- To manage the outsourced maintenance team to ensure the RSJ campus is maintained to a high level at all times.
- To ensure appropriate reporting, monitoring and control systems are put in place relating to RSJ's internal building fabric and furniture, including the production and maintenance of an Asset Register
- To be responsible for the management of security, during the school term and in holidays, as well as during any community use/lettings
- To manage the outsourced cleaning staff/contract, ensuring that all cleaning duties are efficiently and thoroughly covered
- To oversee the lettings provision of RSJ, ensuring that access is appropriate, that facilities are used safely and that no damages are incurred; to be the point of contact for individuals/groups letting areas of the premises and ensure that staff coverage during lettings is adequate
- To support the leadership team in developing the strategic approach for lettings and community links

### **IT**

- To manage the service and contract for all IT provision within the school
- To ensure all IT assets are security-marked and maintained, through management of the IT service provider
- To have oversight of IT administrators on site, the work they do and the priorities they set
- To ensure that safeguarding is the top priority with regard to IT usage

### **Catering**

- To manage the Catering Manager/ Catering contract, as applicable, in managing all aspects of catering service
- To ensure the effectiveness, quality of provision and value for money

### **Finance**

- To liaise with the Director of Operations regarding the effective management of budgets.

### **Staff Management & Teamwork**

- To manage all designated staff to ensure they are motivated, have high levels of commitment and productivity and perform well in their roles
- To arrange or deliver training for the Operations Team



### **Other**

- Carry out other reasonable tasks as directed by the Principal

### **Event Administration**

- Support the administration of bookings, invoices and budgeting.
- As directed by SLT / HMs / Head of Departments, communicate by email, video call or telephone to book and arrange details with external speakers visiting the School.
- Liaise with colleagues in School to organise venues.
- Provide event administration support for school events.

The post holder will be expected to work flexible hours if need be so as to maintain the effective discharge of their professional duties and to meet the needs of the business.

The following duties shall be deemed to be included in the professional duties which staff may be required to perform:

### **Appraisal and professional development**

- Participate in arrangements made for staff appraisal and professional development.
- Undertake such training as may be reasonably required by the School to adapt to the changing requirements of the School or as may be necessary to fulfil the School's statutory or regulatory obligations.
- To undertake mandated job related training as required and instructed by the School.

### **Additional professional responsibilities**

- 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	Desirable	Method of assessment
	<i>These are qualities without which the Applicant could not be appointed.</i>	<i>These are extra qualities that can be used to choose between applicants who meet all of the essential criteria.</i>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Undergraduate degree or qualified by experience.</li> <li>• Evidence of a right to work in Japan.</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of a recognised professional body will be beneficial.</li> <li>• Evidence of recent professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the applicant's certificates.</li> <li>• Discussion at interview. Independent verification of qualifications.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with both outsourcing companies and internal teams</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with a school management information system.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form. Interview.</li> <li>• Professional references.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven ability in the use of software packages and a good level of computer literacy.</li> <li>• Excellent spoken and written English communication skills.</li> <li>• Experience of people and project management.</li> <li>• Experience of managing budgets.</li> <li>• Experience of working with a range of internal and external stakeholders and partners.</li> <li>• Understanding of procedures and processes, within operational departments in an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Good Japanese communication skills.</li> <li>• Proven skills within an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form. Interview.</li> <li>• Professional references.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of management systems.</li> <li>• Knowledge and experience of managing procurement, contracts for services, health and safety etc.</li> <li>• Genuine passion for and a belief in the potential of every student.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledgeable and highly competent.</li> <li>• Familiarity with advanced formulas in MS Excel.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form. Interview.</li> <li>• Professional references.</li> </ul>



<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Strong alignment with RSJ's mission.</li> <li>• Strong organisational and planning skills.</li> <li>• Strong people management skills, with highly developed interpersonal and motivational skills.</li> <li>• Excellent written and oral communication skills.</li> <li>• Ability to influence and participate in RSJ management processes.</li> <li>• Ability to prioritise and manage conflicting demands.</li> <li>• Proactive and innovative demonstrable approach to work.</li> <li>• Strong organisational, project management and planning skills.</li> <li>• Demonstrates an innovative and proactive approach to work.</li> <li>• Evidence of well-developed IT skills.</li> <li>• Exercises sound judgment, especially relating to confidentiality and discretion</li> <li>• Committed to safeguarding children.</li> <li>• Committed to on-going CPD.</li> <li>• Determined to grow and develop as an individual.</li> <li>• Problem-solving attitude.</li> <li>• Committed and resilient.</li> <li>• Willingness to embrace a coaching philosophy in all aspects of school life.</li> <li>• Team-player, who is flexible to take on any task assigned.</li> <li>• Able to work flexibly and take on new or different tasks if and when required to do so.</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form.</li> <li>• Interview.</li> <li>• Professional references.</li> </ul>
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### **The Benefits**

The remuneration package will be competitive.

## **APPLICATION PROCESS**

### **Closing Date**

Wednesday 5th July 2023 (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 at the RSJ Tokyo Office or online.

### **Qualifications, Identification, Health and Background Checks**

Please note that you may be required to bring documentation to 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://www.rugbyschool.co.uk/wp-content/uploads/2022/03/RSG-Safeguarding-and-Child-Protection-Policy-MASTER-updated-March-22.pdf>