



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

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 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 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 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 enrich 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 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 – 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 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, 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

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 will provide high-quality HR advice and support to employees, line managers, and the School's leadership team under the direction of Corporate HR. The role involves playing a central part in maintaining and evolving HR workflows, systems, and policies. While the role may focus on a specific HR function at times, the HR Manager will initially be part of a small 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:

Professional Duties

HR Advisory & Support

Interpret and advise on HR policies, providing guidance and practical support to senior leadership, middle leaders, and staff on a wide range of HR issues. Act as the first point of contact for all HR-related queries, ensuring timely and effective resolution.

Employee Records Management

Maintain and update employee personnel files (both electronic and paper), ensuring compliance with data protection policies. Regularly audit HR data to ensure its accuracy and integrity.

Service Effectiveness & Reporting

Review and monitor the effectiveness of HR services, including reporting on key HR metrics (e.g., turnover, retention, recruitment effectiveness). Ensure all HR reports are accurate, up-to-date, and presented clearly for leadership.

Onboarding & Offboarding

Oversee the onboarding and offboarding processes to ensure seamless transitions for staff, including all required paperwork, training, and compliance (e.g., safeguarding, immigration). Ensure timely completion of relevant processes, including exit interviews for departing employees.

HR Information System (HRIS)

Support the ongoing development and maintenance of the School's HRIS to ensure it accurately reflects all HR activities and data.

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.

Specialized Areas

Recruitment & Selection

- Manage the full recruitment lifecycle, ensuring adherence to Safer Recruitment Practices.
- Collaborate with the School's leadership and marketing teams to draft and post attractive job advertisements, utilizing appropriate recruitment channels.
- Administer the applicant tracking system and monitor recruitment inboxes, ensuring timely responses to candidate queries.
- Coordinate the interview process, from scheduling to ensuring interview panels are prepared with the necessary materials and documentation.
- Support interview panels as an HR representative and ensure feedback is provided to unsuccessful candidates.

Onboarding, Offboarding, and Immigration

- Lead the onboarding process for new hires, from job offer to their first day at RSJ, maintaining engagement and ensuring a smooth transition.
- Liaise with the immigration lawyer on visa and immigration matters to ensure compliance with all legal requirements.
- Develop and manage the staff induction process, ensuring all new hires are equipped with the necessary knowledge and resources to succeed.

Probation & Employee Development

- Monitor probationary periods and provide guidance to line managers on performance and integration support.
- Ensure effective performance management and staff development strategies are in place, aligned with School objectives.

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>	
Qualifications	<ul style="list-style-type: none"> • Minimum secondary school level education. 	<ul style="list-style-type: none"> • Minimum of CIPD Level 3 qualification. 	<ul style="list-style-type: none"> • Production of the applicant’s certificates. • Discussion at interview. • Independent verification of qualifications.
Experience	<ul style="list-style-type: none"> • Prior experience working in an 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"> • Contents of the application form. • Interview. • Professional references.
Skills	<ul style="list-style-type: none"> • Fluent in English and Japanese. • Ability to prioritise with good organisational skills and the ability to work quickly and accurately under pressure. • Organised, accurate, thorough and able to monitor work for quality. • Ability to handle difficult situations with tact and diplomacy. • Ability to maintain and respect employee confidentiality. • Outstanding customer service skills and the desire to provide a first-class HR service. • Good numerical skills with the ability to interpret and present statistical information 	<ul style="list-style-type: none"> • High degree of initiative and forward planning. 	<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.



	<ul style="list-style-type: none"> • Ability to work on own initiative, and as part of a team. • Ability to communicate effectively. • Excellent interpersonal, written and oral skills. 		
Knowledge	<ul style="list-style-type: none"> • A good understanding of HR policies and procedures and their application in the workplace. • An understanding of safeguarding requirements within a school setting. • A working knowledge of Japanese employment law. 		<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.
Personal competencies and qualities	<ul style="list-style-type: none"> • Committed to safeguarding children. • Committed to ongoing CPD. • 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. 		<ul style="list-style-type: none"> • Contents of the application form. • Interview. • Professional references.

The Benefits

The remuneration package will be competitive.

APPLICATION PROCESS

Closing Date

Friday, 28th February 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://www.rugbyschool.co.uk/wp-content/uploads/2022/03/RSG-Safeguarding-and-Child-Protection-Policy-MASTER-updated-March-22.pdf>