

# CEAMS

Human Resources Officer, Rugby School Japan

**British International Pre-Prep school**

## Job Information

### Hiring Company

[CEA Group](#)

### Subsidiary

Rugby School Japan

### Job ID

1482362

### Division

Administration

### Industry

Education

### Company Type

Small/Medium Company (300 employees or less) - International Company

### Non-Japanese Ratio

(Almost) All Non-Japanese

### Job Type

Contract

### Location

Chiba Prefecture, Ka-shi Wa-shi

### Train Description

Tsukuba Express, Kashiwanoha Campus Station

### Salary

4.5 million yen ~ 6 million yen

### Salary Bonuses

Bonuses included in indicated salary.

### Salary Commission

Commission included in indicated salary.

### Work Hours

Mondays-Friday (40hrs)

### Holidays

Saturdays and Sundays are non-working days

### Refreshed

July 10th, 2024 10:00

### Application Deadline

July 12th, 2024

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

**Minimum English Level**

Fluent (Amount Used: English Only)

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

**Job Description****JOB DESCRIPTION**

The HR Officer is responsible for providing high-quality HR advice and support to employees, line managers and the School's leadership team under the direction of Corporate HR. The successful candidate will play a key role in providing HR support, maintaining HR workflows and systems. Although the post holder may be responsible for a specific HR function as required, they will initially be working within a small team, and so will also be required to be a generalist with a good understanding of all HR activities and processes.

Reports to (Job Title):

For operational matters: Director of Operations For contractual and legal matters: Corporate HR

Location: Rugby School Japan

**KEY RESPONSIBILITIES/ACCOUNTABILITIES:****Professional Duties****General Requirements**

- Interpret and advise on HR policies, giving guidance and support to the senior leadership team, middle leaders and employees on all HR related issues.
- To promptly and effectively deal with enquiries from different Employees.
- Update and maintain employee personnel files (electronic and paper files).
- Monitor and review service effectiveness, including the provision of HR data and reports.
- Implement and oversee staff onboarding and offboarding.
- Maintain clear and up-to-date databases
- Support the development of the School's HR Information System ensuring that the information held is meaningful and accurate.
- Produce HR-related letters, reports and other documentation to the highest standard of presentation.
- Ensure the confidentiality of all HR personnel-related information at all times.
- Ensure that the Department's safeguarding responsibilities are fulfilled. This includes completing any safeguarding training that is required, ensuring that safer recruitment practices are followed and updating and maintaining the content of the School's Single Central Record
- Any other reasonable task and within the capabilities of the post holder, as delegated by the line manager or senior leadership team.

In addition to these general responsibilities, the HR Officer may also be responsible for one or more of the areas identified below:

**Recruitment and Selection**

- Responsible for administrating the Recruitment Process in accordance with Safer Recruitment Practices.
- Draft recruitment adverts for all School positions in conjunction with the SLT, and advertise using appropriate media.
- Work with the School's marketing team to agree on suitable media for advertising.
- Be responsible for the School's applicant tracking system.
- Monitor the School's recruitment email inbox and respond to applicant enquiries.
- Provide a positive candidate experience by responding promptly to queries, ensuring a quick turnaround time for adverts and keeping candidates appraised on the status of their application.
- Organise interviews for short-listed candidates.
- Organise selection tests and interview questions for each position.
- Act as HR representative on interview panels if required.
- Ensure that the panel are provided with copies of interview questions and application forms.
- Organise feedback for unsuccessful candidates, where requested.
- Ensure that all recruitment literature (including on RSJ's website) is accurate and attractive.
- Provide reports, feedback and metrics as required to improve processes.

**Onboarding, Offboarding, Probation and Corporate Offers**

- Responsible for new hires, from appointment through to starting at RS
- Provide regular updates with both hiring managers and new hires to maintain engagement in the process.
- Responsible for the distribution and collation of all documentation, including ensuring immigration requirements are satisfied before new hires commence employment.
- Liaise with the Immigration Lawyer for Visa related matters.
- Ensure all new hires have completed safeguarding training prior to commencing employment.
- Responsible for the development and administration of the new staff induction process, ensuring that all new staff are given a comprehensive induction programme irrespective of sponsorship status.
- Liaise with Social Security Specialist regarding the enrolment and cancelation of the PMAC(Promotion and Mutual Aid Corporation for Private Schools of Japan Social Security Package.
- Coordinate with other administration departments on start dates to ensure timely submission of information to enter new hire details onto payroll.

- Responsible for the development, administration, and timely completion of the probationary process, ensuring all new staff are supported through this process.
  - Liaise with marketing to produce appropriate material to be accessed by staff.
  - Provide reports, feedback and metrics as required to improve processes.
  - Assist in monthly timesheet management to ensure accurate payroll data.
  - Responsible for conducting the off-boarding processes necessary for departing Employees - including but not limited to liaising with the necessary vendors, such as Relocation Agents, Travel Agents, Employer-Provided Accommodation (EPA) Management Companies, etc.
  - Responsible for the application and completion of Rental Agreements for EPA in coordination with RSJ Corporate Office (Legal / HR) Provide necessary assistance
- Assist Employees with all HR-related matters and enquiries which may include contacting City/Ward offices, PMAC, Social Security Specialist, Immigration Lawyer, and other necessary organisations on the Employee's behalf.

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.

#### **募集要項**

- 【年収】 450万～600万 経験年数による (みなし残業：月30時間の固定手当含む)
- 【社保】 健康保険・厚生年金・雇用保険・介護保険・労災保険加入
- 【交通費】 月額30,000迄、会社負担
- 【契約】 2024年8月1日～2026年7月31日までの2年有期雇用契約 (評価により更新可)  
有期雇用5年後には無期雇用契約に転向

## Required Skills

### **PERSON SPECIFICATION**

#### **Qualifications**

##### Essential

- Minimum secondary school level education.

##### Desirable

- Minimum of CIPD Level 3 qualification.

##### Method of assessment

- Production of the applicant's certificates.
- Discussion at interview.
- Independent verification of qualifications.

#### **Experience**

##### Essential

- 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.

##### Method of assessment

- Contents of the application form.
- Interview.
- Professional references.

#### **Skills**

##### Essential

- 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
- Ability to work on own initiative, and as part of a team.
- Ability to communicate effectively.
- Excellent interpersonal, written and oral skills.

#### Desirable

- High degree of initiative and forward planning.

#### Method of assessment

- Contents of the application form.
- Interview.
- Professional references.

### Knowledge

#### Essential

- 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.

#### Method of assessment

- Contents of the application form.
- Interview.
- Professional references.

### Personal competencies and qualities

#### Essential

- 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.

#### Method of assessment

- Contents of the application form.
- Interview.
- Professional references.

#### The Benefits

The remuneration package will be competitive.

### APPLICATION 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>

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### Company Description