



## School HR Manager | 英国名門ラグビースクール日本校 | 人事責任者

国際色豊かな環境 | 英語を活かせる学校人事

## Job Information

## Hiring Company

CEA Group

## Subsidiary

Rugby School Japan Operations Department

## Job ID

1602966

## Industry

Education

## Company Type

Small/Medium Company (300 employees or less)

## Non-Japanese Ratio

Majority Non-Japanese

## Job Type

Permanent Full-time

## Location

Chiba Prefecture, Ka-shi Wa-shi

## Train Description

Tsukuba Express Station

## Salary

6 million yen ~ 9 million yen

## Work Hours

基本は午前8時半～午後5時半（1時間休憩）の8時間勤務

## Holidays

土曜・日曜（学校行事等により勤務をお願いする場合あり）※祝日は原則勤務日（学校年間カレンダーによる勤務）年間休日120日以上

## Refreshed

August 19th, 2026 17:26

## General Requirements

## Minimum Experience Level

Over 3 years

## Career Level

Mid Career

## Minimum English Level

Business Level (Amount Used: English usage about 75%)

## Minimum Japanese Level

Native

## Minimum Education Level

Bachelor's Degree

## Visa Status

Permission to work in Japan required

## Job Description

### 《募集要項・本ポジションの魅力》

- ・ 英語を日常的に活かせる | 教職員の約半数が外国籍の国際的な環境
- ・ 英国名門「Rugby School」の日本校 | 成長フェーズを支えるHRマネージャー
- ・ 採用～労務・HRオペレーションまで幅広く裁量を持って活躍
- ・ 小規模HRチームを率い、業務改善・仕組みづくりをリード
- ・ 将来的にはグループ全体の人事やHRリーダーへのキャリアアップも可能

### 【概要】

The HR Manager is responsible for leading the day-to-day HR operations of Rugby School Japan, ensuring that all HR administration is delivered accurately, efficiently and in compliance with School policies and Japanese employment regulations.

Reporting to the Director of Operations and working closely with Corporate HR, the HR Manager oversees recruitment administration, onboarding and offboarding, HR systems, employee records, HR compliance and operational processes. The role also manages and develops a small HR team while continuously improving workflows, documentation and administrative systems.

This is a hands-on management role within the School Operations & Administration Team. While leading the HR function, the HR Manager is expected to remain actively involved in day-to-day HR operations and work collaboratively with School Leadership, Finance and Corporate teams.

### 【業務内容】

#### HR Operations

- ・ Lead the School's day-to-day HR operations.
- ・ Oversee recruitment administration from advertising through onboarding.
- ・ Manage employment contracts, visa administration and employee lifecycle processes.
- ・ Ensure accurate maintenance of HR records, HRIS and personnel documentation.
- ・ Oversee onboarding, offboarding and employee administration.
- ・ Maintain safer recruitment documentation and the School's Single Central Record.

#### HR Administration & Compliance

- ・ Develop and maintain HR operational procedures, templates and documentation.
- ・ Ensure HR administration complies with School policies and relevant Japanese employment legislation.
- ・ Coordinate with Corporate HR, legal advisers, labour consultants and external vendors where appropriate.
- ・ Maintain confidential personnel records and support data protection compliance.
- ・ Monitor mandatory training, safeguarding checks and statutory employment documentation.

#### Team Leadership

- ・ Lead, supervise and develop a small HR team.
- ・ Allocate responsibilities and monitor workload.
- ・ Provide coaching, training and quality assurance.
- ・ Develop standard operating procedures (SOPs) and ensure consistent HR service delivery.
- ・ Build resilient and sustainable HR processes that support the continued growth of the School.

#### HR Service Delivery

- ・ Act as the first point of contact for routine HR enquiries.
- ・ Support employees and managers on HR processes, employment administration, leave and internal policies.
- ・ Work collaboratively with School Leadership, Finance, Operations and Corporate teams.
- ・ Escalate complex employment matters and legal issues to Corporate HR or Legal where appropriate.

#### Continuous Improvement

- ・ Review existing HR processes and identify opportunities to improve efficiency and service quality.
- ・ Support the implementation of new HR systems and operational improvements.
- ・ Contribute to building a professional, well-organised and scalable HR function.

### ■Career Development

This role offers the opportunity to lead and shape the HR Operations function of a growing international school.

As Rugby School Japan and the wider CEA Group continue to expand, there may be opportunities to take on broader responsibilities across multiple schools, contribute to Group-wide HR projects, support the implementation of new HR systems and processes, or progress into more senior HR leadership roles, depending on performance, organisational needs and individual aspirations.

As HR Manager at Rugby School Japan, you will play a key role in leading the School's HR Operations function during an exciting period of growth.

As both Rugby School Japan and the wider CEA Group continue to develop, this role offers opportunities to broaden your responsibilities beyond HR, depending on your performance, experience and aspirations.

Career progression may include opportunities to:

- ・ Lead larger HR teams or progress into senior HR leadership positions, including Director-level roles.
- ・ Take on broader operational leadership responsibilities within the School, including wider Operations & Administration functions.
- ・ Support Corporate Office initiatives across governance, organisational development and group-wide projects.

**【雇用形態】**

正社員

**【給与】**

年収：600万円～900万円

※給与は年俸を12分割し毎月支給。

※経験・能力・前職給与等を考慮のうえ決定します。

本ポジションでは、豊富な実務経験をお持ちの方の兼業・非常勤での参画も歓迎しています。

勤務形態・報酬については、ご経験・ご担当いただく役割に応じて柔軟に決定します。

年俸制のため原則賞与なし（業績等に応じて特別賞与を支給する場合があります。）

**【就業時間】**

基本は午前8時半～午後5時半（1時間休憩）の8時間勤務

**【勤務地】**

学校法人ラグビー・スクール・ジャパン The RSJ campus

**■アクセス：**

つくばエクスプレス「柏の葉キャンパス駅」徒歩約6分

**【休日休暇】**

- ・土曜日・日曜日は休日（学校行事等により勤務をお願いする場合あり）
- ・祝日は原則勤務日（学校年間カレンダーによる勤務）
- ・年間休日120日以上（学校カレンダーによる）
- ・年次有給休暇：入社半年後から年間20日付与（うち15日間は学校が指定）
- ・有給病気休暇（年間10日）
- ・その他、就業規則による

**【待遇・福利厚生】**

- ・交通費：月額上限36,000円
- ・各種社会保険完備（勤務条件による）
- ・定期健康診断（勤務条件による）
- ・昇給：基本的に経験年数とサラリースケールに応じて行われる
- ・業務に必要な書籍・研修・資格取得費用等を法人が支援（応相談）

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**Required Skills****Essential**

- ・ Minimum five years' experience in Human Resources, HR Operations or HR Administration.
- ・ Experience managing recruitment, onboarding, employee administration and HR operational processes.
- ・ Sound understanding of Japanese employment practices and HR administration.
- ・ Experience supervising or developing administrative staff.
- ・ Professional working proficiency in both English and Japanese, including written documentation and verbal communication.
- ・ Excellent organisational skills with strong attention to detail.
- ・ High level of IT literacy, including HR systems, Microsoft Office or Google Workspace, and AI productivity tools.
- ・ Ability to build positive working relationships across multicultural teams.
- ・ Commitment to confidentiality, professionalism and safeguarding.

**Desirable**

- ・ Experience within an international school or international organisation.
- ・ Experience working with HRIS and Applicant Tracking Systems.
- ・ Experience coordinating payroll or working with payroll providers.
- ・ Knowledge of safeguarding and safer recruitment practices.
- ・ Experience supporting process improvement or implementing administrative systems.
- ・ Understanding of British or international education environments.

< こんな方に向いている職場です >

Rugby School Japanは、現在も成長を続けるインターナショナルスクールです。そのため、決められた業務をこなすだけでなく、「どうすればもっと効率的にできるか」「どうすればより良い仕組みを作れるか」を考えながら、自ら業務改善に取り組める方を歓迎します。

このポジションでは、人事制度を企画するよりも、採用、入退職、勤怠、給与、HRシステム、人事記録などのHRオペレーションを正確かつ効率的に運営し、学校を支えることが求められます。また、少人数のHRチームを育成し、標準化された業務フローやマニュアルを整備することで、持続可能な人事体制を構築していく重要な役割を担います。

「できない理由」を探すのではなく、「どうすれば実現できるか」を考えながら、多様な国籍・文化を持つ教職員と協力し、学校運営を支えることにやりがいを感じる方を歓迎します。

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**Company Description**