【千葉・柏】人事労務（School HR Officer）｜英国名門私立Rugby School日本校

国際色豊かな環境｜英語を活かせる人事専門職

Job Information

Hiring Company
Rugby School Japan Educational Corporation

Job ID
1621346

Industry
Education

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

Non-Japanese Ratio
Majority Non-Japanese

Job Type
Contract

Location
Chiba Prefecture, Ka-shi Wa-shi

Salary
5 million yen ~ 7 million yen

Work Hours
基本は午前8時半ー午後5時半（1時間休憩）の8時間勤務

Holidays
完全週休二日制（土日）※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）

Refreshed
November 26th, 2026 02:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Native Level

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≫

- 入退社手続き、給与計算、社会保険、税務対応など人事労務業務を幅広く担当
- 国際色豊かな環境で英語を活かし、幅広い人事労務の専門性を磨けるやりがい
- HRISや給与システムの導入、業務改善にも携わり、人事オペレーションの進化に貢献できる
- 年間休日120日以上、年間有給20日・病気休暇10日で、研修や資格取得費用の支援もあり

【業務内容】
The HR Admin Officer provides practical HR administrative support for Rugby School Japan. The role supports the full employee lifecycle, including recruitment administration, onboarding, contracts, payroll preparation, attendance and leave, social insurance, tax documents, benefits and offboarding.

Reporting to the HR Manager, the postholder works closely with the School Accounting Team, Corporate Office, external payroll providers and the School's social insurance and labour consultant (sharoushi).

This is a hands-on role that requires accuracy, confidentiality, good organisation and the ability to manage a wide range of HR tasks in a busy international school.

< 具体的には >

1 ．HR Administration:

- Prepare and maintain employment contracts and other HR documents.
- Support onboarding and offboarding.
- Maintain accurate employee records and HR systems.
- Respond to employee questions about HR procedures, payroll and benefits.
- Support HR reporting and basic data analysis.
- Support pre-employment checks, references and safeguarding-related administration.
- Support immigration and residency administration for international staff where required.

2 ．Payroll Administration:

- Prepare monthly payroll information and supporting documents.
- Coordinate with external payroll providers.
- Process information for new joiners, leavers, salary changes, allowances, deductions and other employee changes.
- Check payroll calculations before finalisation.
- Check payroll results against approved employee information.
- Maintain accurate payroll records.
- Check attendance, leave, overtime and working-time records.
- Support year-end tax adjustment, withholding documents and other required tax and statutory documentation.
- Work with the School Accounting Team on payroll-related information, while Accounting remains responsible for accounting and payment processes.

3 ．Employment & Compliance Administration:

- Support social insurance and employment insurance procedures.
- Liaise with government offices and external advisers where required.
- Maintain strict confidentiality of employee and payroll information.
- Support compliance with Japanese labour, payroll, tax and social insurance requirements under the direction of the HR Manager and with external professional advice where needed.

4 ．Continuous Improvement:

- Help improve HR and payroll processes and documentation.
- Support the implementation and improvement of HR and payroll systems.
- Help improve efficiency within the HR function.

■Career Development：
This role provides an opportunity to build broad experience across HR administration, payroll and employment compliance within a growing international school.

As Rugby School Japan continues to develop, there may be opportunities to take on wider responsibilities in HR operations, HR systems, employee benefits or selected Group HR projects and initiatives, depending on performance, organisational needs and individual interests.

■当社について：
学校法人ラグビー・スクール・ジャパンは、450年以上の歴史を持つ英国屈指の名門校 Rugby School の日本校「Rugby School Japan」を運営する学校法人です。2023年の開校以来、着実に成長を続けており、Clarence International School、Phoenix House International Schoolとともに、18か月から18歳までをつなぐCEA Pathwayの一翼を担っています。
開校4年目を迎えた現在、生徒数・教職員数の増加に伴い、バックオフィス機能の強化を進めています。本ポジションはHR Managerの下、給与情報管理を含む人事労務全般を担う役職です。Staff Support、経理チーム、社労士などと連携しながら、正確で効率的な人事オペレーションを通じて学校運営を支えていただきます。

【雇用形態】
契約社員

【給与】
年収：500万円 ~ 700万円
※給与は年俸を12分割し毎月支給。
※Salary Sclaに沿って、経験年数を考慮のうえ決定します。

■賞与：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時半ー午後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（千葉県柏市）
■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】

- 年間休日120日以上（学校カレンダーによる）
- 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）

Required Skills

【Essential】

- At least three years' experience in HR administration, payroll administration or a related HR role.
- Practical knowledge of Japanese payroll, tax and social insurance administration.
- Professional working level English and Japanese.
- Strong attention to detail and numerical accuracy.
- Good organisational skills and ability to manage multiple deadlines.
- Strong digital skills, including Excel/Google Sheets and HR or payroll systems.
- Ability to use AI productivity tools safely and appropriately, especially when handling confidential information.
- High level of integrity and confidentiality.

【Desirable】

- Experience working with external payroll providers.
- Experience in an international school or international organisation.
- Experience using HRIS or payroll systems.
- Knowledge of Japanese labour law.
- Experience improving HR administrative processes.
- Understanding of British or international education environments.

【こんな方に向いている職場です】
多様な国籍・文化を持つ教職員と協力し、英語を活かしながら人事労務の専門性を発揮したい方に適した環境です。
正確性と守秘義務を大切にしながら、幅広い業務に前向きに取り組める方を歓迎します。

※Please attach your English CV when applying.

Company Description