人事スタッフ / HR & Admin Officer | 1869年に成立した英国発のインターナショナルスクール日本校

国際的なカルチャー | 人事アドミン全般に携わる仕事 | 残業少なめで女性に優しい環境

募集職種

採用企業名
マルバーンカレッジ東京

求人ID
1427617

部署名
Human Resources

業種
教育・学校

会社の種類
中小企業 (従業員300名以下) - 外資系企業

雇用形態
正社員

勤務地
その他東京, 小平市

給与
400万円 ~ 500万円

ボーナス
給与： ボーナス込み

勤務時間
8:30 ~ 17:15 (うち休憩 1 時間)

休日・休暇
週休2日 (原則土日) 、年末年始休暇、有給休暇

更新日
2026年11月20日 11:48

応募必要条件

職務経験
1年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル (英語使用比率: 50%程度)

日本語レベル
ネイティブレベル

最終学歴
大学卒： 学士号

現在のビザ
日本での就労許可が必要です

募集要項

Division/School: Malvern College Tokyo
Service location: Kodaira City, Tokyo
Reporting line: HR Manager
Effective date: Immediate

Job Purpose
A Human Resources Officer assists the HR Manager with recruitment, payroll management and other human relations duties, including the development and implementation of HR initiatives and systems.

Main Duties and Responsibilities

Recruitment
• Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
• Create and implement effective onboarding plan • Handle coordination and monitoring of visas for expatriate employees
Staff Management
• Assist with day-to-day HR functions and duties
• Maintain employee records according to policy and legal requirements
• Review employment and working conditions to ensure legal compliance
• Assist in performance management processes
• Support the management of disciplinary and grievance issues
• Look after the health, safety and welfare of all employees
• Assist in developing training and development programs with relevant teams

Payroll
• Maintain and process company's monthly payroll
• Collect and manage monthly timesheets
• Assist in payroll preparation by providing relevant data
• Answer staff questions about wages, deductions, attendance, and time records
• Receive and coordinate requests for leave and other absences
• Distribute payment statements
• Manage on payroll expenses
• Ensure wages and tax withholdings comply with regulations

Other
• Process documentation and prepare reports relating to personnel activities
• Deal with employee requests regarding human resources issues, rules, and regulations
• Support the development and implementation of HR initiatives and systems
• Communicate with public services as needed

Key Relationships
Internal: Pupils, Pupil Families, All teaching and academic staff of MCT
External: Education Bureau, Health Department, Other organizations related to healthcare

※ この職務は、日々学生、保護者、教職員と密接に連携して行うため、リモートワークのオプションはありません。小平キャンパスで勤務する必要があります。
※ Because this role works closely with students, parents, and faculty members on a day-to-day basis, there is no remote work options available. you will be required to work from our Kodaira Campus

スキル・資格

• Bachelor's Degree
• 1~3 years' work experience in human resources.
• An understanding of labour laws, rules, regulations and best practices
• Ability to showcase strategic thinking and tackle problems from different angles
• Ability to work with various kinds of school data, including the skill to learn new systems and how the various parts of a system relate to the whole school
• Strong computer literacy (Microsoft Office)
• Good interpersonal and communication skills
• Ability to multi-task and balance ambiguity in a rapidly changing environment
• Ability to work productively with frequent interruptions
• Professional appearance to represent our organization Additional Requirements
• Any relevant training courses or credentials in Human Resources are a plus

会社説明

マルバーン・カレッジ・グループ10校目として、2023年9月に英国ブランドとしては初のIB一貫校が開校することが決定しました。

マルバーン・カレッジは、世界展開進めており、10校目の場所として、人口が一貫して増加している「世界都市」である東京を選びました。マルバーン・カレッジは、既にマルバーン・カレッジ・ファミリーの3校（マルバーンカレッジ成都、マルバーンカレッジ香港、マルバーンカレッジプリスクール香港）を運営しているバビロン・エデュケーション・グループと連携して東京校の運営にあたります。

【マルバーン・カレッジ】UK1865年に設立されたマルバーン・カレッジは、英国ウスターシャー州マルバーンに本拠地を置く、男女共学のボーディングスクール（寮制学校）およびデイスクール（全日制学校）です。系列校であるThe Downs

MalvernとAbberley Hallとともに、3歳から18歳までの男女に質の高い教育を提供しています。

マルバーン・カレッジは、その厳格なアカデミックと全人格的な教育の追求により、作家のCSルイス、ノーベル賞受賞者のフランシス・アストン、ジェームズ・ミード、心理学者のエドワード・テッチナー、俳優のデンホルム・エリオット、現英国最高医学責任者のクリス・ウィティ卿など、著名人を卒業生に輩出しています。

マルバーン・カレッジは、常に教育開発の最前線におり、アカデミックな教育活動と課外活動の両方が人材育成には大切であるという考えのもと、英国でいち早くIBプログラムを採用しました。マルバーン・カレッジのIBプログラム卒業生は、全ての科目で常に36点以上と、世界平均（29.9点）を優に上回る成績を収めており、同校は英国内で最も優れたIB校の一つとして注目されています。

Malvern College Tokyo will be the seventh overseas school in the Malvern family, expanding Malvern’s global network to a total of ten members in locations including the UK, Qingdao, Chengdu, Hong Kong, Egypt and Switzerland.

Malvern College Tokyo will open in September 2023 and aims to be a leading international school in Tokyo. Initially accommodating pupils from Years 1 to 9, this will extend upwards to Year 13 by 2026, ultimately providing 950 places for both primary and secondary pupils.

Located in the city of Kodaira, only a 40-minute commute from central Tokyo, Malvern College Tokyo aims to be the first all-through IB British-branded school in Tokyo. The school is located in a highly academic area of the city with many renowned establishments including Hitotsubashi University and Tsuda University nearby.

Continuing to expand its international portfolio of schools, Malvern College has chosen Tokyo, a 'world city' with consistent population growth for its tenth overseas school. Malvern College will work in unison with the Babylon education group who already manage three other schools within the Malvern College Family, including Malvern College Chengdu, Malvern College Hong Kong and Malvern College Hong Kong Prep Schools.

Founded in 1865, Malvern College is a leading co-educational boarding and day school based in Malvern, Worcestershire, UK. Together with its associated preparatory schools, The Downs Malvern and Abberley Hall, it provides a quality education for both boys and girls aged from 3 to 18 years.

Thanks to its academic rigour and its pursuit of a holistic education, Malvern College has produced renowned alumni including the author CS Lewis, Nobel Prize winners Francis Aston and James Meade, psychologist Edward Titchener, as well as famous personalities including the actor Denholm Elliot and England's current Chief Medical Officer Sir Chris Whitty.

【Malvern College UK】Due to Malvern's strong position at the forefront of educational development and its shared belief of the importance of both academic and extra-curricular education, the College is one of the first UK schools to adopt the International Baccalaureate (IB). Since then, Malvern College has acquired an enviable reputation of being one of the best and most established IB schools in the country and the school comfortably beats the world average in all subject areas. The College's IB graduates regularly average over 36 points (the world average is 29.9).