RUGBY SCHOOL
JAPAN

Receptionist, Rugby School Japan
Rugby School Japan will launch in Kashiwanoha ("Oak Leaf") Smart City, Chiba Prefecture (Greater Tokyo), in September 2023 to champion a new era of British international education in Japan. It will be Rugby's second international sister school. The School will be 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 will offer 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 will offer the National Curriculum of England Key Stage 3 in Years 7-9 when all pupils will complete the Rugby Learner Profile, IGCSE courses in Years 10 and 11, and A-Levels in Years 12 and 13. Lessons will take place over 6 days per week, and academic enrichment will be available to all age groups during the school day and in the evenings.

Teachers will be drawn from around the world, and the search will target outstanding educators, with proven records of achievement as teachers and scholars. They will 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 will strive 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 will take boarders from Year 7 through Year 13 (aged 11 to 18) and anticipates providing boarding across six Houses at capacity. Throughout their time, boarders will be cared for by a committed team of house staff.

Co-curricular

Rugby School Japan's co-curricular programme will be a key strength the School will celebrate, as the broad range of activities enrich each child's learning experiences. These activities will be run by staff members, who will be 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 will range from horse riding to sailing, Duke of Edinburgh to spoken word poetry, engineering to archery. Pupils and teachers will enjoy access to our affiliated North Peak enrichment campus and Home Farm in Hokkaido. Here they will 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 will 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 will have 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 – will 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 will be located on the 4-hectare city campus in Kashiwanoha, Chiba Prefecture (Greater Tokyo). On one of the Chiba University campus sites, the School will be 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 being 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	Receptionist
Department	Administration
Function	Front of Office Support
Reports to (Job Title)	Operations Manager
Location	Rugby School Japan

The primary purpose of this role is to provide a professional and efficient front office/reception service to any person making contact with the School and support with front office related tasks.

KEY RESPONSIBILITIES/ACCOUNTABILITIES:

Professional Duties

Main Duties

- Act as a key interface between Rugby School Japan and any person contacting the School, either in person, on the telephone or by email, answering queries and directing them to the appropriate department as necessary.
- Maintain and administer booking systems for on-site facilities.
- Coordinate and update daily notices, noticeboards and press cuttings to facilitate effective communication within the School.
- Maintain up to date registration and absence data within our school database (school information management system) as well as monitoring students departing and arriving at the School during school hours.
- Update and maintain the staff handbook, telephone lists, vehicle registration logs, meetings and staff changes.
- Distribute mail internally and prepare outgoing mail for postage including courier collections.
- Liaise with security on arrangements for planned visitors, buses and management of car parking.
- Arrange and manage the issue of staff identity/security passes in liaison with the HR team.
- Update registers and contact details on the school database (school information management system).
- Set up parents' meeting appointments.
- Arrange and manage the issue of parent security passes.
- Provide administrative support to other admin departments as required.
- Use Adobe electronic signature for various paperwork.
- Monitor and set up Trips & Visits paperwork as required.
- Prepare and set up transport bookings as required.
- Format and prepare letters for issue through our electronic communications platform.
- Provide administrative support to teaching and support staff as required.
- Provide general front office service including ordering of stationery items, photocopying etc.
- Coordinate ordering and distribution of diaries and planners each academic year.
- Act as a focal point during any emergency evacuation.
- Any other responsibilities relevant to the role.

Technical and Support staff are expected to work flexibly to enable the effective discharge of their professional duties.

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.

PERSON SPECIFICATION

	Essential	**Desirable**	**Method of assessment**
	These are qualities without which the Applicant could not be appointed.	*These are extra qualities that can be used to choose between applicants who meet all of the essential criteria.*	
Qualifications	• Minimum secondary school level education.	• Relevant professional qualification.	• Production of the applicant's certificates. • Discussion at interview. • Independent verification of qualifications.
Experience	• Experience of working in an administrative role, ideally in a school or customer-service driven environment. • Previous experience in customer service.	• Experience of using a school information management system (e.g. iSAMS), advantageous.	• Contents of the application form. • Interview. • Professional references.
Skills	• Ability to organise own workload, prioritise and meet deadlines. • Ability to work on own initiative, and as part of a team. • Ability to communicate effectively with pupils, staff, and leadership. • Excellent interpersonal, written and oral skills. • Ability to maintain appropriate constructive relationships when dealing with pupils and parents. • Total integrity to deal with confidential information. • High level of accuracy and attention to detail.	• Fluent in English and Japanese. • Must be organised, accurate, thorough and able to monitor work for quality. • High degree of initiative and forward planning.	• Contents of the application form. • Interview. • Professional references.
Knowledge	• Adept in the use of ICT applications (e.g. Excel, Mail Merge etc.), databases and other software.		• Contents of the application form. • Interview. • Professional references.

Personal competencies and qualities	• Committed to safeguarding children. • Ability to form and maintain appropriate relationships and professional boundaries with children, young people and staff. • Committed to on-going 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.		• Contents of the application form. • Interview. • Professional references.

The Benefits
The remuneration package will be competitive.

APPLICATION PROCESS

Closing Date
Monday, 15th May 2023 (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 at the RSJ Tokyo Office or online during the first half of the spring term 2023.

Qualifications, Identification, Health and Background Checks
Please note that you may be required to bring documentation to 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