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Human Resources Professional

About the Role

Job Type: Staff, Full-Time
Reports To: Business Manager; works collaboratively with the HR Department
Location: On Campus
Start Date: December 1, 2026

Overview: The Human Resources Professional manages works with the Human Resources team in support of the many dimensions of HR from onboarding new employees to visa renewals.

Core Responsibilities:

- Payroll, insurance, tax calculations, allowance payments;
- Support visa eligibility process and visa renewals, orientation and onboarding of new employees;
- Payroll, insurance, tax calculations, allowance payments;
- Prepare reports;
- Uphold and advance the Goals and Criteria of the International School of the Sacred Heart and student safeguarding.

Qualifications:

- Kind and welcoming personality with the ability to work independently and collaboratively with others;
- Experience in establishing priorities and managing details;
- Native Japanese language skills and the ability to communicate in English;
- Proficient in using a computer for communication, spreadsheets, and online applications/research, etc.;
- Committed to student well-being and child/student safeguarding.

How to Apply

Please fill out the online application form.

For positions requiring Japanese language, a Japanese CV is not required but may be submitted in addition to the English materials if the applicant prefers.

About International School of the Sacred Heart

ISSH is a private, not-for-profit all-girls Catholic day school in Tokyo. Founded in 1908 to provide an education for women to prepare them for success in an ever-changing world, Sacred Heart is an international community of students, educators, and families dedicated to the goal of supporting girls and young women in "growing with courage and confidence." Approximately 50 nationalities are represented in our school community, as well as almost 20 different religions, faiths, and belief systems. ISSH offers an in-house curriculum that culminates in the US-based Advanced Placement program in high school, and the majority of graduates go on to attend universities in the US, the UK, Canada, or Australia. As a Sacred Heart school, it is a part of an international network of Sacred Heart schools worldwide, providing an extended network beyond the school community.

Child Protection Statement

Sacred Heart places a high priority in protecting the students in our care. By submitting an application, you also consent to Sacred Heart conducting full background checks on you as a condition of any contract offer made, and understand that Sacred Heart has the right to rescind any offer of employment should there be any concerns raised through those checks. You also understand that you will be asked to sign a child protection statement at the time of accepting any offer of employment from Sacred Heart. If hired, you agree to fully read and understand the Child Protection Handbook of Policies and Procedures Policy.