



上海浦东新区民办惠立学校
Hiba Academy Shanghai
Wellington College Education

Job Description

EHSS Specialist

ABOUT US

We are Learners, Connectors and Changemakers

At Wellington College Education China, we offer a pioneering education to serve and help shape a better world. We inspire our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

The Wellington College, United Kingdom (TWC)

Wellington College in England was founded by Queen Victoria in 1859 as a national monument to Britain's most renowned military figure, the Duke of Wellington. Over 160 years later, the College is one of the most respected schools in the United Kingdom and one of its greatest educational institutions – pioneering, innovating, and transforming education for girls and boys.

Wellington College Education China (WCEC)

Wellington College Education China (WCEC) was established in 2009 and is the exclusive partner of The Wellington College (TWC) in China. WCEC has established three premium international schools under the Wellington brand, three private Hiba Academies and four nurseries in Tianjin, Shanghai, Hangzhou and Nantong. Wellington International schools teach a curriculum based on the English National Curriculum, while Hiba Academies combine the best of the British and Chinese education systems for Chinese pupils aged 2–18.

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, of whom approximately 60% are Chinese. Over the past 14 years, WCEC has accumulated a wealth of experience in school establishment, campus construction, operation and management, talent development, curriculum design and teaching provision.

Kindness Responsibility Respect Courage Integrity

School Introduction

Wellington College Education China is a partner of Wellington College in England. It has three schools in Shanghai, all close to each other, not far from the heart of this exciting, international city. Our schools provide an outstanding education for more than 5,000 local and international pupils aged between 2 and 18. Wellington College Education China are also winners of the HR Asia Best Employers to work for Award, 2020, 2021, 2022, 2023, 2024 and 2025.

Hiba Academy Shanghai (formerly Huili School Shanghai) is Wellington's bilingual school for Chinese pupils, which opened in August 2018. There are now more than 1,400 pupils in Hiba Academy Shanghai (Early Years 1-4 and Grades 1-12). The school is offering bespoke integrated curriculum for G6-10 and the IBDP to help pupils apply to overseas universities.

We are dedicated to connecting the educational excellence of the East and West to create a pupil-centric, bilingual and bicultural learning experience. We are committed to inspiring our pupils to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world. This approach is based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishing the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the school.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the teacher will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development. Half of our teachers join us from abroad and half are Chinese nationals already living in China. It is our desire to instil in every pupil our five core values: courage, integrity, respect, kindness, and responsibility.

Wellington College Education China Schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.



Working for Wellington College Education China

WCEC is an inclusive community of unique individuals with passion, integrity and a commitment to each other. Grounded in the Wellington Values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together. We empower our employees to grow, with a confidence that inspires our colleagues, opens new opportunities and adds real value to everything we do.

At Wellington, we are our people, and we pride ourselves on the care and opportunities we provide to our employees. Over 50% of our most senior leaders are promoted internally, and over 70% are female. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCEC High Potential Leadership Programme and a wide range of academic and non-academic training courses designed to take employees through to middle leadership, senior leadership and beyond. To view our full directory of learning and development opportunities, please see the [WCEC Course Directory](#).

Wellington College Education China has been awarded the HR Asia ‘Best Companies to Work for in Asia’ Award for 6 years running.



小班化授课、
合理分配时间的优质学校
Premium school with small
class sizes and generous
non-contact time



个性化的
职业发展
Personalised professional
development pathways



HR Asia 2020 至 2022
“亚洲最佳企业雇主”
HR Asia's best company
to work for in Asia 2020 -2022



富有竞争力的
薪酬福利
Competitive salary
and benefits

Role Description

JOB TITLE

EHSS Specialist

DEPARTMENT

Non-academic

LOCATION

Shanghai

LINE MANAGEMENT

Procurement & IC manager

OBJECTIVES

The EHSS (Environmental, Health, Safety, and Security) Specialist will play a key role in managing and leading the EHSS function to ensure the safety and well-being of the Hiba campus. Reporting directly to the Purchasing and Internal Control Manager, this position will involve oversight of health and safety protocols, security measures, and the overall management of campus facilities and activities.

The EHSS Specialist will conduct regular monitoring to ensure that the school buildings and grounds are clean, safe, and secure at all times. This role requires close collaboration with the Facility, Operations, Admission & Marketing teams, property management team as well as the academic & teaching staff, to maintain campus security and ensure that facilities and equipment are prepared for all events and activities.

Maintaining a professional image and conduct is essential for this role as it reflects the values of Hiba Academy. The EHSS Specialist must operate efficiently, proactively, and effectively in all situations. Key attributes for success in this position include autonomy, dedication, determination, and professionalism as well as open-mindedness.

Strong communication skills are vital for effectively engaging with team members and external partners involved with Hiba Academy Shanghai. We are looking for an individual who embodies these qualities and is committed to promoting a safe and supportive environment on campus.

KEY RESPONSIBILITIES

- Develop EHS policies at the school level, including identifying and interpreting local and UK EHS laws and regulations to ensure full alignment and compliance. Lead
- Oversee the review and procurement of WCEC EHS membership at the school level, ensuring optimal value and alignment with organizational EHS objectives.
- Own the review, update, and enforcement of school-level EHS policies; drive cross-departmental updates to HS-related policies, ensuring organizational consistency and regulatory adherence.
- Provide authoritative interpretation and application of EHS regulations, and deliver strategic safety advice to address requests from all departments across the school.
- Manage end-to-end contractor EHS oversight, including designing and delivering EHS training for general contractors PPM contractors as well as onsite service providers.
- Review and approval of work permits, ensuring strict compliance with EHS protocols and mitigate risks associated with high-risk tasks.
- EHS support for school events, providing strategic guidance to integrate EHS considerations into event planning and execution, and ensuring full safety compliance throughout all events.
- Provide leadership and support for risk assessment initiatives, collaborating with departmental stakeholders to ensure comprehensive risk identification and mitigation.
- Develop, refine, and maintain the school-level master drill plan (including process flows) for emergency response; track drill execution, compile reports, and monitor completion rates to drive continuous improvement.
- Partner with bursars to plan fire drills, oversee post-drill follow-up actions, and ensure all emergency response protocols are effectively implemented.
- Lead the development and facilitation of staff peep plans, and provide strategic support for department-level emergency drills to enhance organizational emergency readiness.

- Develop and implement the school-level EHS competency and annual training plan; oversee training plan tracking, certificate recording, and ensure training completion across all staff groups. matrix
- Design and deliver 1-hour EHS training sessions for academic staff and 1-hour specialized EHS training for non-academic staff, tailoring content to role-specific risks and compliance requirements.
- Lead preparation for the biennial EHS audit, coordinate audit execution, and oversee remediation of identified issues to ensure full compliance and continuous improvement.
- Support EHS policy implementation through bi-weekly cross-departmental EHS meetings (including academic teams), driving alignment and addressing implementation challenges.
- Develop EHS inspection checklists for focused spaces and functions; conduct periodic food safety audits to mitigate health risks and ensure regulatory compliance.
- System administration, including user management for staff onboarding/offboarding, delivering EHS briefings (both IPU and in-person) for new staff to ensure initial safety awareness.
- Lead incident investigations for staff and contractor incidents, drive hazard report promotion, and oversee the closure of all hazard reports to eliminate recurring risks.
- Promote the usage of the RA module, provide technical support to resolve user issues, and lead the annual review of risk assessments (RA) in collaboration with respective department owners.
- Develop and deliver comprehensive EHS yearly and monthly reports, providing data-driven insights to leadership on EHS performance and areas for improvement.
- Provide strategic safety advice on SWA to ensure all work activities adhere to EHS standards.
- EHS Continuing Professional Development (CPD) initiatives, including designing and delivering
- EHS CPD training to enhance the EHS competency of the organization's staff.

Communication and Leadership Responsibilities

- Contribute to problem-solving for both short-term and long-term challenges.
- Provide timely updates and guidance to leadership regarding EHSS performance trends and corrective actions for accidents or near misses and support the development of strategic action plans.
- Ensure effective communication with senior leadership, site leaders, staff, and associates regarding EHSS matters.

Health and Safety Practices

- Recommend safe operating procedures when handling equipment and facilities.
- Maintain a commitment to Equal Opportunity and Occupational Safety and Health in all employment aspects and service delivery.
- Participate actively in the Health and Safety committee.
- Engage in relevant training opportunities provided by the school.

Additional Duties

- Undertake other responsibilities as assigned by the Purchasing and Internal Control Manager.

BASIC QUALIFICATION

- Bachelor's degree in any science, engineering or related field; or equivalent combination of education and experience.
- Fluent written and spoken English and Chinese

EXPERIENCE

- At least 5 years of progressive EHS experience, ideally in a context that includes international staff.

EXPERTISE

- A minimum of five years' post qualification experience
- Fluency in English and Chinese
- Experience with food safety
- Chinese Certified Safety Engineer is a plus.
- Strong ability in audit and project management
- Commitment to democratic governance and collaborative, data-based decision- making
- Rigorous approach to problem-solving
- The ability to priorities workload and meet deadlines
- Excellent communication skills with a diverse range of people and interpersonal skills
- Technology user skills sufficient to prepare reports in Excel and Word, and aptitude to operate appropriate databases
- Ability to multi-task and prioritize
- Ability to work under pressure
- Able to work long hours and occasional weekends for events and emergencies

PREFERRED APTITUDES

- Demonstrating practice that represents the five core values of Wellington at all times (courage, integrity, kindness, respect and responsibility)
- Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people and in cross-culture environment
- Strong passion for the education industry
- Strong track record of solving complex problems, strategic thinking and delivering significant impact.
- Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on the analysis.
- Personal Integrity, accountability and credibility
- Strong mindset for continuous improvement to meet or exceed expectations.
- Safeguarding awareness

As an employer of choice, Wellington College Education China is committed to making professional learning and personal development central to its ethos and approach. WCEC fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the Group.

从心, 致远。 Be You. Be More.