



WELLINGTON COLLEGE
HANGZHOU

Job Description

Graphic Designer

ABOUT US

We are Learners, Connectors and Changemakers

At Wellington College 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 China (WCC)

Wellington College China is part of Wellington College Education, a global network of schools united by a 160-year history of excellence with roots in the UK. We operate premium international schools under the Wellington brand and bilingual schools under the Hiba brand. We currently have six campuses in four cities in China, including Tianjin, Shanghai, Hangzhou and Nantong, with a school soon to open in San Francisco as well. Together, our schools serve more than 5,000 pupils.

Guided by a shared vision of pioneering education to serve and help shape a better world, we are an inclusive community of unique individuals with passion, integrity and a commitment to our pupils and each other. Grounded in our five core values, we are a workplace where ideas are realised, bonds are forged and futures can be shaped together as one team, one family.

Kindness Responsibility Respect Courage Integrity

School introduction

The Wellington College Hangzhou campus opened in 2018, showcasing a world-class modern facility, educating pupils from age 2 – 18 years old. Our campus is home to three schools, creating a large and caring community which harnesses the diversity of both East and West cultures. Our schools are aligned using traditional Wellington Values to provide an education with academic excellence at its heart, complemented by the best pastoral care and a wide breadth of co-curricular opportunity.

Hiba Academy Hangzhou (Nursery) provides a bilingual Early Years learning environment, developing strong language and communication skills through internationally proven play-based activities.

Wellington College International Hangzhou consists of Primary and Senior Schools offering a uniquely British style curriculum delivering a world-class international education for children of expatriate families.

Hiba Academy Hangzhou is comprised of Primary and Senior Schools, bringing together the very best of Chinese and British education delivered through a bespoke bilingual learning environment.

Pupils from both the Senior Schools study IGCSE courses, which are globally renowned for quality, rigour and dependability.

Wellington College Hangzhou Sixth Form (WCCH SF) then offers a comprehensive A Level programme, Extended Project Qualification and individual career guidance resulting in a strong pathway to attend the best universities in the UK, USA and worldwide.

Working for Wellington College China

WCC 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. We offer an exceptional range of learning and development opportunities. These include our internal and external coaching programmes, the WCC 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 [WCC Course Directory](#).

Wellington College China has been awarded the HR Asia "Best Companies to Work For in Asia" award for four consecutive years, from 2020 to 2025.



Premium schools with small class sizes and generous non-contact time



Personalised professional development pathways



HR Asia's best company to work for in Asia 2020-2023



Generous salary and benefits

Role Description

JOB TITLE

Graphic Designer

DEPARTMENT

Non - Academic

LOCATION

Hangzhou

LINE MANAGEMENT

Marketing Manager

OBJECTIVES

Reporting to the Marketing Manager, the Graphic Designer will play a key role in supporting the school's marketing, admissions and brand-building initiatives through the creation of high-quality visual communications and event-related materials. This role requires **exceptional attention to details**, patience and a strong commitment to quality. The successful candidate will be highly organised, proactive and capable of managing multiple projects simultaneously while maintaining accuracy, consistency and quality control. They will demonstrate strong ownership and accountability, taking responsibility for projects from concept to completion, anticipating potential issues, meeting deadlines reliably and ensuring all deliverables are produced to the highest standard with minimal supervision.

KEY RESPONSIBILITIES

Creative Design & Brand Management

- Design and produce high-quality marketing materials across both online and offline platforms, including brochures, posters, advertisements, PPT slides, school merchandise etc.
- Ensure all visual communications are accurate, error-free and fully aligned with the school's brand guidelines and visual identity, with strict adherence to the school's VI (visual identity) guidelines at all times.
- Manage multiple design projects simultaneously while maintaining exceptional attention to detail and consistency.
- Take ownership of the design review process, ensuring all materials are thoroughly checked before submission, printing or publication.

Event & Campaign Support

- Provide creative design support for school events and marketing campaigns, including the development of key visual concepts and design materials such as posters, banners, digital assets and on-site event collaterals.
- Translate campaign and event requirements into visually engaging and brand-consistent design outputs that enhance audience experience and event impact.
- Work closely with the Marketing team to ensure timely delivery of all event-related creative materials.

Collaboration & Stakeholder Management

- Work closely with the Marketing Manager and internal stakeholders to translate business objectives into effective visual communication.
- Proactively communicate project timelines, identify potential risks and provide solutions to ensure deadlines are met.

Innovation & Continuous Improvement

- Actively explore and utilise AI-powered creative tools to improve design efficiency, workflow automation and content creation.
- Continuously seek opportunities to improve design processes, file management systems and team collaboration.

Other Duties

- Undertake other marketing and design-related duties as assigned by the Line Manager.

BASIC QUALIFICATION

Education: Bachelor's degree or above in Graphic Design, Visual Communication, or a related design discipline. A strong portfolio demonstrating creative and detail-oriented design work is essential.

Language: Fluent in written and spoken Chinese and English

EXPERIENCE

3–5 years of relevant experience in graphic design, with prior experience in an international school strongly preferred. Experience in education, international brands, or similar institutions will be an advantage.

REQUIREMENTS

- **Advanced proficiency in Canva, Adobe Illustrator, InDesign and Photoshop.**
- **Proficient in AI-assisted design tools and workflows.**
- Exceptional attention to detail with a strong commitment to accuracy and quality control.
- Strong ownership mindset and accountability for project outcomes.
- Highly organised with excellent project management and time management skills.
- Ability to manage multiple priorities and consistently meet deadlines.
- Strong problem-solving skills and a proactive, solutions-oriented approach.
- Excellent communication and stakeholder management skills.
- Strong understanding of print production processes and file preparation.
- Ability to work independently with minimal supervision.
- Proficiency in Microsoft Office including PowerPoint, Excel and Word.
- Demonstrates a continuous learning mindset and actively seeks opportunities to improve design skills, tools and workflows.

PREFERRED APTITUDES

- Demonstrating the five core Wellington Values at all times (courage, integrity, kindness, respect and responsibility)
- Excellent interpersonal skills
- Able to communicate effectively in cross-cultural environments
- Strong passion for education
- Personal Integrity, accountability and credibility
- A positive team-member

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

Be You.
Be The Difference