



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

Job Description

HR Intern

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. These goals help us to strive towards the collective vision for our schools: to help every individual to 'Be You. Be More'. It's a vision that applies to our pupils and to every member of staff that joins our team.

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

Kindness Responsibility Respect Courage Integrity

Together our schools serve more than 5,000 pupils and employ over 1,200 staff, approximately 40% of whom are expatriates, with the majority being from the UK. Over the past 14 years, WCC has accumulated a wealth of experience in school establishment, campus construction, operation and management, talent development, curriculum design and teaching provision.

School introduction

School introduction

Opened in August 2014 and located in the New Bund area, Wellington College International Shanghai is a fully co-educational day school with over 1,500 pupils, aged two to 18 years old. Consistent with the ethos of its prestigious partner in the UK, the College seeks to develop the Wellington Identity in every child whilst upholding the Wellington Values. Boasting a state-of-the-art campus, Wellington has built a vibrant community where all pupils strive to achieve academic excellence and engage in a comprehensive range of opportunities in science, music, performing arts and sports.

The College is divided into three schools starting with Early Years (Pre-Nursery to Reception) housed at the Early Years Centre, with Primary School (Years 1 to 6) and Secondary School (Years 7 to 13) on the main campus. Following the Early Years Foundation Stage curriculum through the English National and International Primary Curriculum, Wellington's pupils are then prepared to go on to study a range of IGCSE subjects in Years 10 and 11, before embarking on the rigorous IB Diploma Programme in Years 12 and 13.



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



Personalised professional
development pathways



HR Asia's best company
to work for in Asia 2020 -2022



Competitive salary
and benefits

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.

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. To all our team 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 three years running.



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Role Description

JOB TITLE

HR Intern

DEPARTMENT

HR

LOCATION

Shanghai

LINE MANAGEMENT

Head of HR

OBJECTIVES

Candidates must have exceptional communication skills, the ability to manage multiple task efficiently, excellent judgment; comfortable juggling tasks from mundane to the more strategic and can work productively in a fast-paced, team-oriented environment.

Assist HR team in administration of school personnel issues, including expatriate affair.

KEY RESPONSIBILITIES

- Assist to follow up/help expats teacher's visa/expert permit application before/after enter China
- Assist HR team in online job posting, refreshing, resume collection; complete offline interviewee guidance and reception
- Assist in the organization of various activities
- Act as liaison with other departments and outside agencies, government
- Provide general administrative and secretarial support
- Any other duties commensurate with the post
 - The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs

Personal Qualification:

- Bachelor's degree or above
- Proficient in MS Office Applications
- Must be detail in handling records as well as possess a good administrative skills
- Sensitive & discretion in dealing with confidential matter / information
- Must be a good team play with the ability to learn fast
- Possess excellent interpersonal skills
- Excellence in both telephone and face to face communication skills

Please note that any application with missing materials will not be considered.

Wellington College International Shanghai is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.

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.