



WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI

Job Description

Early Years Secretary

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 (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 2–18.

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

Opened in August 2014 and located in the New Bund area, Wellington College International Shanghai is a fully co-educational day school with over 1600 pupils, aged 2 to 18 years old. Wellington College International Shanghai is guided by a clear Vision and Purpose founded upon three strong pillars and expressed in our motto: 'Be You. Be More.' Guided by our five Wellington Values of Kindness, Responsibility, Respect, Courage and Integrity, we offer a pioneering education to serve and help shape a better world. Our curriculum combines the very best of British and international pedagogies to create a pupil-centric, multilingual, multicultural and inclusive learning experience. We inspire our children to be Learners, Connectors, and Changemakers, 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 College is divided into three schools starting with Early Years (Pre-Nursery to Reception) housed at the Early Years Centre, with Primary School (Year 1 to Year 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 to then embark on the rigorous IB Diploma Programme in years 12 and 13.

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.



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

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 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 3 years running.



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Role Description

JOB TITLE

Early Years Secretary

DEPARTMENT

Early Years Centre

LOCATION

Shanghai

LINE MANAGEMENT

Executive Head of Early Years

OBJECTIVES

Wellington College International Shanghai is seeking an experienced Secretary to provide support to the Early Years. The secretary will create and maintain a welcoming and efficient front office that emphasizes organization, professionalism, courtesy, flexibility, and teamwork. The role will project a professional image through in-person and telephone interaction, independently performing complex and diverse administrative duties under guidance from the Head of School.

Activities will include interaction with students, parents and staff and exposure to sensitive information requiring considerable use of tact, diplomacy, discretion and judgment. The role requires strong communication and interpersonal skills.

Duties include serving as a receptionist, answering phones, distributing incoming mail, processing a variety of student and school administrative information and data, assisting with student enrollment/registration, daily recording of student attendance, coordinating student field trips and school events, preparing correspondence, letters, spreadsheets and other word processing documents as needed. Further duties include liaising and coordinating with other departments of the school to complete tasks assigned.

KEY RESPONSIBILITIES

- Support Head/Deputy Head/Deputy Bursar of Early Years and academic team where needed to complete assigned tasks.
- Budget preparation and expense track and management according to requirement of academic team.
- Preparation communication content with parents and conduct translation between Chinese and English where needed.
- Service as receptionist to answer phone calls or parents' questions in a professional manner.
- Coordinate and respond to parents' email professionally and ensure information to be shared/collected correctly with related teachers or non-academic team.
- Support academic activities or events.
- Coordinate with purchase team to order academic related resources and manage deliveries and payment.
- Coordinate Academy arrangements as a main contact.
- Support with minute-taking for all meetings including but not limited to Senior Management Team Meetings and Class Representative Meetings.
- Ensuring all minutes are accurate and distributed in a timely fashion to support the smooth running of the school.

JOB QUALIFICATION

- Good communication in English and Chinese
- Strong interpersonal skills
- An excellent track record in administrative work with office management experience
- Advanced knowledge of Microsoft Office applications (Outlook, Word, Excel)
- High level motivation and patience with a keen sense of personal organization and responsibility
- Bachelor's degree (minimum)



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.