



WELLINGTON COLLEGE  
INTERNATIONAL  
SHANGHAI

# Job Description

## Environment Health and Safety

### Manager

#### 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.

### WCC Central Office

To support our schools in achieving excellence, a group of senior leaders in the Central Office set standards and strengthen operations. The Central Office provides expertise in human resources, finance, legal, marketing, facilities, academics and more.

With offices in Shanghai, the group provides support for schools within the organisation while leading new projects in China and beyond, from the design to curriculum development to pre-opening, the team plays a vital role across the organisation.

### 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 2023.



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**

Environment, Health and Safety Manager (EHS)

## **DEPARTMENT**

Non-academic

## **LOCATION**

Wellington College International Shanghai

## **SUPERVISOR**

Bursar's Office

## **OBJECTIVES**

The EHSS (Environmental, Health, Safety and Security) Manager is responsible to manage and lead the EHSS function to ensure safety of Shanghai campuses. Under the line management of the Bursars Office, the EHSS Manager will oversee the health and safety of the facilities, security and activities of the spaces on the Wellington Shanghai campus. The EHSS Manager carries out regular monitoring to ensure cleanliness, safety and security of the school buildings and grounds at all times, supporting the Bursar and wider non-academic teams in managing the main campus and working closely with the various Support Services internally, externally and vendor partners for all school events and activities.

The professional image and conduct of this person is crucial in emulating the ethos of the school. The EHSS Manager must operate in a timely, determined and effective manner at all times. Autonomous, dedicated, determined and professional behaviour will be key features of the post-holder's practice and these will be consistently demonstrated at all times. The post holder must be able to communicate effectively with team members and external agents involved in Wellington College Shanghai.

## KEY RESPONSIBILITIES

- Plans and coordinates safety, environmental, health and security programs requiring application of safety compliance.
- Reports at Board level on all EHS matters for the school and actively participates, inputs into, guides and advises the HR Governance Committee
- Develop and execute appropriate strategies for EHSS activities.
- Develops and implements programs and policies for monitoring and preventing physical hazards.
- Surveys, compiles and analyses data relating to occupational, environmental and security issues such as air pollution, noise, temperature, lighting which are known or suspected of being real or potential detriments to health.
- Performs environmental, health and safety evaluations and facilitate emergency response duties, including organising fire drill and other drills (such as chemical spill, lockdowns) and follow up on actions as necessary.
- Set up environment, health, safety and security standard operation procedures (SOPs)
- Carry out risk assessments to identify risks and hazards in the campuses and work with academic colleagues, facility, operations, bus, catering teams, PMC and other teams to prepare risk assessment report.
- Develop annual EHSS plan according to risk assessment report.
- Prepare regular site inspection reports and follow up with the improvement (e.g. catering, bus, facility and security)
- Work with academic team and operation/service team to organise trainings related to safety to pupils and staff. Work with services team to monitor and ensure school bus safety.
- Support school events in and out of hours, and monitor from security and safety perspective.
- Ensure school daily operation comply with local regulation.
- Direct compliance programs and assure site compliance with all state and local regulatory requirements.
- Execute procedures to implement environmental, safety, health, security and hygiene control programs.
- Develop and implement continuous improvement for EHSS programs and performance.
- Ensure that employees comply with safety rules and regulations.
- Ensure systems are in place to address and monitor on a regular basis.

## KEY RESPONSIBILITIES

- Provide professional problem-solving input, guidance and advice to both short term and long-term issues.
- Actively and visibly participate in site walks and audits having the confidence to identify and address risks in real time and halt hazardous practices in a collaborative, professional way.
- To balance a reactive and proactive EHS approach which benefits the whole school community and stakeholders
- Provide timely information and guidance for the leadership including EHSS performance trends, root cause corrective actions for accidents or near misses; and support in development and implementation of strategic action plans to achieve.
- Communications and relations: Provide timely and effective communication with senior leadership, site leaders, staff and associates Support with talent and succession planning and internal coaching programme as required.
- Health and Safety practices.
- Recommend safe practice of operating procedures when handling equipment and facilities.
- Current and continuing commitment to Equal Opportunity and Occupational Safety and Health/ Workplace Health & Safety in all aspects of employment and service delivery.
- Active member of Food committee.
- Enhance employee Well-being initiatives and work with academic peers to foster new ideas.
- Actively participate in any related training held by the school.
- Other duties as assigned by the Bursar.
- 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.

## 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.
- A helpful, proactive demeanor and a strive for excellence

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**