



WELLINGTON COLLEGE
HANGZHOU

Job Description

Deputy Bursar – Operations

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 to 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 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

Deputy Bursar – Operations

DEPARTMENT

Wellington College Hangzhou

LOCATION

Hangzhou

SUPERVISOR

Bursar

OBJECTIVES

The post holder contributes to the strategic planning and development of College services, management of resources, compliance with regulations and delivery of the College's aims. Under the leadership of The Bursar:

- Operate a collegiate, outward-facing Non-Academic Support Services team focussed on continuous improvement.
- Maintain strong business awareness and sense to meet the school's expectation of operational management.
- Provide facility management and logistical support services to internal and school community customers.
- Manage and oversee day-to-day implementation and support of policy and procedures in Facilities, Information Technology, Services, Clinic functions and EHS.
- Lead on team development and performance management, staff training and succession planning.
- Support the creation and delivery of an ambitious Non-Academic Strategic Development Plan.
- Risk management and regulatory compliances in all related aspects.

KEY RESPONSIBILITIES

Strategic and Operational Development

- Deputise for the Bursar as and when required.
- Act as a project lead on non-academic projects and provide operational feedback and advice on school management issues.
- Ensure a high standard of proactive delivery and performance of the key operational support functions and ensure all activities support the delivery of educational excellence.
- In conjunction with the Senior Leadership Team (SLT), create long-term development goals and plans for school growth and vision.
- Develop a comprehensive annual school development plan for the responsible functions to serve the school's long-term strategy.

Governance

- Support the Bursar in ensuring the provision of effective and transparent reports and assurance to the Board to enable Members to carry out their responsibilities and be fully responsible for the pack preparation for Facility and Services Sub Committee meetings.
- Contract review and management, ensuring full compliance with local regulations and risk management conducted in cases of uncertainty.
- Evaluate the College's position with regard to external vendors and develop robust structures to protect the organisation's interests and reputation, including the vetting, selection and payment of third parties.
- Manage conflicts of interest and ensure probity.
- Review and enhance the College's position in terms of service-level agreements, in consultation with the Bursar and WCC legal representation.
- Internal audit and compliance reviews.
- Policy writing, review and updating.
- Identify new and emerging corporate risks and ensure they are mitigated appropriately including ensuring adequate insurance policies are in place.
- Chair committees in the absence of the Bursar or as their most senior representative.

Facilities

- Prepare facility maintenance, renovation and construction schedules and ensure documented and safe completion.
- Ensure that well-costed plans exist and are regularly updated for medium and long-range capital planning and that the plans have been executed properly.
- Fully responsible for leading renovation projects, ensuring that the quality of finish aligns with the school's vision to create an environment that fosters learning and growth, and all projects are managed according to the WCC policy and guidance.
- Ensure comprehensive corrective and preventative maintenance is in place for all engineering systems and school facilities, with costs accounted for, and implemented on time, within budget and to the agreed quality.
- Develop and maintain a proactive programme of facilities management, delivering excellent standards of premises and grounds, conducive to a high-quality education and working environment for staff.
- Oversee the contract management and delivery of cleaning, security, landscaping services, etc.
- Ensure a culture of health and safety is prevalent throughout the College.

Operations

- Oversee the contract management and delivery of cleaning, security, catering, uniform and buses.
- Responsible for delivering the highest levels of customer service to pupils and parents in all operational areas.
- Coordinate resources for logistical support as needed (Government relations, school events, PE, Marketing, etc).
- Review all contract vendor agreements and compliance standards to ensure the provision of high-quality services.
- Ensure appropriate fire-fighting capability is always in place.
- Ensure safeguarding processes and procedures are in place for all support and outsourced staff.
- Ensure adequate staffing of the School Clinic and the professional delivery of nursing services.
- Ensure that the campus is equipped with the required level of first aid/medical resources.
- Plan, prepare and execute pandemic prevention/mitigation measures.

Information Technology

- Ensure the IT Department works as 'one team' across WCC and provides timely, cohesive and high-quality educational support.
- Oversee the operation and maintenance of a robust ICT network infrastructure.
- Support IT operational and budget planning liaising robustly with Academic leaders.
- Manage the ICT support team to deliver a high-level service to pupils and staff.
- Oversight of the College ICT administrative system ensuring proper access controls are maintained and strong information governance is in place.
- Ensure ICT requirements across the College are integrated within the strategic planning process and support the teaching and learning requirements.

Health and Safety

- Ensure statutory compliance in all areas of operations and all government inspections are passed successfully.
- Ensure that the school has appropriate arrangements in place, including policies, procedures, equipment, training and funding to ensure compliance with all health and safety regulations, including all statutory testing and inspections.
- Ensure effective oversight of the school's health and safety committees to continuously enhance the health and safety standards for the school community.
- Promote a positive health and safety culture throughout the school and be a champion for policies that promote a safe environment including health and safety policies, child protection policies, safe recruitment policies and workplace harassment policies.
- Maintain oversight of a comprehensive approach to risk management, including operational, reputational and health and safety risks.
- Ensure that the school senior leaders are updated on any legislative changes to statutory requirements that require the attention of the school.

BASIC QUALIFICATION

Education: Bachelor's degree or above in Finance, Business Management, Personnel Management or related Business Field.

Language: Fluent in English, oral and written

Experience

- Minimum of 10 years working experience in the field of business.
- Management experience in operations, including at least 5 years of people management.
- Experience in managing multi-disciplinary teams.
- Experience within the schools and education field.
- Understanding of high-quality education.
- Evidence of Continuing Professional Development.

EXPERTISE

- Excellent leadership ability and potential for growth, with demonstrable experience in leading teams to deliver quality customer-centred outcomes.
- A skilled negotiator.
- Strategic and commercially astute.
- Project management skills.
- Analytical, positive and constructive approach.
- Proven cost management and large-scale budget leadership and/or accounting experience.
- Demonstrable evidence of managing change and knowledge of legal requirements.
- Extensive experience in the use of computerised systems.
- Team building & conflict resolution.
- A track record of successful team leadership within and across multiple interconnected teams with a demonstrated ability to impact effective change within and across those teams.
- Experience of working in contexts that are diverse in background, culture, language, gender and identity.
- Experience working in schools - and especially in international schools - while not essential, will be a welcome addition to your candidate profile.

Leadership Dispositions & Personal Attributes

- Demonstrating practice that represents the five core values of Wellington.
- A visible, personable role model and leader to the staff and College community.
- Innovative, creative problem-solver.
- Strong emotional intelligence.
- Strong initiative, integrity and sound judgment.
- Passionate about quality with an eye for detail & desire to reflect and improve.
- Culturally sensitive and a calm, clear thinker, able to maintain composure and effectively make decisions and manage priorities under pressure.
- Highly motivated and engaging, able to bring energy, passion and conviction to work every day.
- A strong sense of humour and a love of working collaboratively with others.
- A team player willing to roll up your sleeves and get the work done.
- A highly visible and agile leader who can build up a trusting relationship with different stakeholders.



Skills

- Strong strategic abilities and administrative and organisational skills with the capacity to guide whole-organisational development while maintaining direct operational responsibilities.
- A highly accomplished communicator (both verbally and in writing, in both formal and informal settings) able to work with and across multiple stakeholders to build understanding and value.
- Strong interpersonal skills and a proven ability to operate effectively and efficiently in a diverse environment with a broad range of stakeholders.
- The right candidate will be able to listen with empathy and care, yet also have the strength of purpose and conviction to have challenging conversations and hold individuals and teams accountable.
- An ability to work within regulatory frameworks and a fast learner able to quickly understand.
- Excellent leadership skills - able to manage, coach, mentor and supervise employees - as both individuals and in teams - through the lens of contextual and situational leadership.
- Highly developed skills in analysis with the ability to take complex problems and distil them into the strategic questions that need to be asked to move the school forward.

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