



WELLINGTON COLLEGE
HANGZHOU

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.

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

HR Intern

DEPARTMENT

Non-academic

LOCATION

Hangzhou

LINE MANAGEMENT

Human Resources Manager

OBJECTIVES

The HR Intern will mainly support for staffing documents, work permit and visa work as well as communication with expatriates for Wellington College Hangzhou. The HR intern will assist for an effective and efficient operation of talent acquisition for local hiring including Academic and Non-academic staff, will support HR department in implementing overall recruitment strategy for Wellington College Hangzhou and work closely with other departments as required.

KEY RESPONSIBILITIES

- Assist the Human Resources department in administration of school personnel issues.
- Support staffing work, including documents collection, translation, etc.
- Support expatriate management, including their work permit and visa application works; prepare required documents for expats' application, and upload documents to government's website.
- Go to government bureau to pick up expats' documents sometimes.
- Ensure all reporting and servicing deadlines are met in a timely basis.
- Assist HR Officer in sourcing candidates for local and expat recruitment, arranging interviews and other tasks assigned by recruitment manager.

- Act as liaison with other departments and assist in managing cross cultural communication.
- Deal effectively with the colleagues from a variety of cultures.
- Carry out other tasks as directed by managers.

BASIC QUALIFICATION

- Bachelor's degree or above
- Native Chinese speaker, proficient in oral and written English.
- Fluent English, spoken and written.

EXPERTISE

- Bachelor's degree, majors in English/Communication/Social Studies or relevant are preferred.
- Relevant experience is a plus.
- Proven mastery of Office applications including Word, PowerPoint, Excel, and Outlook.
- Advanced communicative skills, able to manage multi-task efficiently, and can work productively in a fast-paced, team-oriented international environment.
- Work requires continual attention to details in composing, typing, and proofing materials, establishing priorities and meeting deadlines, etc.
- Interest and experience in using technology to improve work efficiency.

PREFERRED APTITUDES

- Demonstrating practice that represents the five core Wellington Values at all times (courage, integrity, kindness, respect and responsibility)
- Strong passion for the education industry
- Genuinely care about staff's wellbeing
- Personal Integrity, accountability and credibility
- Strong mindset for continuous improvement to meet or exceed expectations.

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