



WELLINGTON COLLEGE  
CHINA  
惠灵顿(中国)



上海浦东新区民办惠立幼儿园  
HUILI NURSERY SHANGHAI

## POSITION: SERVICES ASSISTANT

### ABOUT US

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Wellington College China represents the marriage of traditional values and progressive education. Our Wellington values of Courage, Kindness, Responsibility, Respect and Integrity are as pertinent today as they were more than 150 years ago when Wellington College was founded.

Our vision is to inspire pupils to become intellectual, independent, individual and inclusive: our Wellington identity. This will be based on a model of holistic education and pastoral provision that establishes the values and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and beyond life at the College by creating a caring, learning community that develops well-rounded individuals with strong values and the skills and identity to thrive in an ever-changing world.

Wellington College China currently comprises colleges located in Tianjin, Shanghai and Hangzhou. Together they serve approximately 3000 pupils. The colleges are:

Wellington College International Tianjin

Wellington College International Shanghai

Wellington College International Hangzhou

Huilu School Shanghai

Huilu School Hangzhou

Huilu Nursery Shanghai

Huilu Nursery Hangzhou

Wellington College China is committed to making professional learning and personal development central to its ethos and approach. Wellington College China fully recognizes its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the school.

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## BASIC INFORMATION

<b>JOB TITLE</b>	Services Assistant	<b>DEPARTMENT</b>	Non-academic
<b>SUPERVISOR</b>	Operation and Service Supervisor		

## OBJECTIVES

The Services Assistant is a key support role in the areas of administration management and liaising with service providers. Working closely with the supervisor, Senior Facility and Operation Manager and non-academic team, the assistant must possess the skill to work effectively, time-sensitively, and professionally at all times.

Under the line management of the Operation and Service Supervisor, the Services Assistant will support the Administrator, Operation and Service Supervisor, Senior Facility and Operation Manager to ensure the smooth daily functioning of services within the setting. Reporting to the Operation and Service Supervisor and when necessary, Senior Facility and Operation Manager and Bursar, the Services Assistant must operate in a timely resolute and effective manner at all times. The professional image and conduct of this person is crucial in emulating the ethos of the setting. Autonomous, determined and professional behavior 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 WCCBS.

## KEY RESPONSIBILITIES:

1. Assist the operations work (including catering, school buses, cleaning, security, equipment, uniforms, etc.) to ensure the stability of the nursery operation
2. Supplier Management: Perform monthly reconciliation and complete reimbursement with suppliers

3. Sunshine Lunch Platform: Complete timely and accurate delivery acceptance and sample registration
4. School bus: Daily school bus pick-up and drop-off to ensure children get on and off the bus safely
5. Third- party employee on-board and exit: Update the third- party employment sheet in a timely manner and carry out the archiving
6. Warehouse organization: regularly organize the warehouse and cooperate with PMC to meet the needs of the academic team
7. Assist in maintaining the nursery facilities and equipment
8. Other supportive work: Do the support work for the nursery activity

### JOB QUALIFICATIONS:

<b>BASIC QUALIFICATION</b>	<b>Education</b>	Bachelor's degree
	<b>Major</b>	Project management or related subject
	<b>Language</b>	Fluent written and spoken English
<b>EXPERIENCE</b>	<b>Working Experience</b>	2 - 3 years customer service experience, ideally in a context that includes international staff
	<b>Management Experience</b>	Experience of management of external vendors is advantageous
<b>EXPERTISE</b>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting preferred</li> <li>• A minimum of two year's post qualification experience</li> <li>• Fluency in English and Chinese</li> <li>• Ability to interact in a positive and friendly way with all staff through effective Customer service orientation and excellent interpersonal skills</li> <li>• Rigorous approach to problem-solving</li> <li>• Ability to deliver excellent service at all times</li> <li>• The ability to priorities workload and meet deadlines</li> <li>• Technology user skills sufficient to prepare reports in Excel and Word, and aptitude to operate appropriate databases</li> <li>• Ability to multi-task and prioritise</li> <li>• Ability to work to tight timelines</li> <li>• Able to work long hours and occasional weekends for events</li> </ul>	



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<b>PREFERRED APTITUDES</b>	<ul style="list-style-type: none"><li>• Demonstrating practice that represents the five core values of Wellington at all times (courage, integrity, kindness, respect and responsibility)</li><li>• Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people and in cross-culture environment</li><li>• Strong passion for the education industry</li><li>• Personal Integrity, accountability and credibility</li><li>• Strong mindset for continuous improvement to meet or exceed expectations.</li></ul>
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Applicants are invited to submit all relevant documents by the date stated below. Following shortlisting, candidates will be invited for interview within four weeks of the deadline date.

Please submit CV and cover letter, together with an application form (available to download from <https://shanghai-nursery.huilieducation.cn/>) in English and email to [jobs.hns@huilieducation.cn](mailto:jobs.hns@huilieducation.cn) Please note that any application with missing materials will not be considered.