



WELLINGTON COLLEGE
HANGZHOU



JOB DESCRIPTION (Deputy Bursar-Operations)
WELLINGTON COLLEGE HANGZHOU



ABOUT US

Wellington College Hangzhou provides pupils access to an education rooted in the traditional values and the progressive approach to learning synonymous with Wellington College. The vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Wellington identity. This will be based on a model that establishes a strong understanding of the rich and deep heritage and culture of China and being Chinese, while also establishing the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and after life at the College.

Within a culture of shared vision, mutual respect, connection and belonging, open communication and inclusive practice, the Deputy Bursar-Operations will form an integral part of a close team who aspire to continually develop and evolve in their personal and professional development.

OUR IDENTITY



Individual



Independent



Intelligent



Inclusive



Inspired

As influential practitioners, we encompass many roles to multiple stakeholders. In responding to the unique individuals under our care, we combine theories of meaningful practice, tailoring them to address the specific needs of the individual child. Though this may differ from the educational experiences of our parents, we assure families that what we do is meaningful for their child. By articulating and linking our educational frameworks and planning to the needs of our children, we are able to constantly monitor and evaluate our practice for further modifications and reflection.

At Wellington School Hangzhou, we celebrate our position as a cultural junction, acknowledge and respect the cultural sensitivities of our setting. In embracing the full marriage of Eastern and Western cultures and educational beliefs, we seek to ensure that the essence of Wellington College runs indelibly through the DNA of our own cultural identity.

BASIC INFORMATION

JOB TITLE

Deputy Bursar – Operations

DEPARTMENT

Wellington College 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 managements.
- 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 and Clinic functions.
- Lead on team development and performance management, staff training and succession planning
- Support 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.

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
- Contract review and management, ensuring full compliance with local regulations, and risk management conducted in cases of uncertainty:
- Evaluate the College's position with regards 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, safe completion.
- Plan, prepare and execute capital works programmes, as well as any other major site-specific projects.
- Ensure comprehensive corrective and preventative maintenance is in place for all engineering systems.
- Develop and maintain a proactive programme of facilities management, delivering excellent standards of premises and grounds, conducive to high quality education and working environment for staff
- Oversee the contract management and delivery of cleaning, security, landscaping services and etc
- Ensure a culture of health and safety is prevalent throughout the College

OPERATIONS

- Oversee the contract management and delivery of catering, uniform, and bussing.
- 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 in place at all times.
- Ensure safeguarding processes and procedures are in place for all support and outsourced staff.
- Ensure adequate staffing of 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 IT Department work as 'one team' across WCC and provide 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 ICT support team to deliver a high-level service to pupils and staff.
- Oversight of 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.

JOB QUALIFICATIONS

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 of 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 of 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 of use of computerised systems
- Team building & conflict resolution

PREFERRED APTITUDES

- Demonstrating practice that represents the five core values of
- A visible, personable role model and leader to the staff and College community.
- Innovative, creative problem-solver
- Strong emotional intelligence
- Flexible with the ability to work as a team leader and team member.
- Strong initiative, integrity and sound judgment
- Culturally sensitive, calm and patient
- Excellent interpersonal and communication skills
- Passionate about quality with an eye for detail & desire to reflect, improve

Please submit CV and cover letter, together with an application form (available to download from www.wellingtoncollege.cn/careers) in English and email to jobs.hangzhou@wellingtoncollege.cn. Please note that any application with missing materials will not be considered.

Wellington College China schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.