



WELLINGTON  
COLLEGE  
INDIA

## BRIEF FOR THE POSITION OF **BURSAR**

WELLINGTON COLLEGE  
INTERNATIONAL PUNE

START DATE: MAY 2023



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# Introduction

**Wellington College International Pune (WCIP) will be the eighth in the Wellington College International family and the first of several planned for India. It will benefit from strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand.**

WCIP aims to be the leading and most inspirational education provider in India. In achieving this aim, it will be actively building upon the long and successful history of Wellington College in the UK, comparing favorably with the very best schools anywhere around the globe, with a reputation centred on a breadth of excellence, both in provision and achievement.

At Wellington College International, Pune, we believe that every child has the right to a well-planned, joyful, and holistic education with excellent standards of teaching.

Key to our educational ethos is full commitment to the school, with staff, children and parents all playing their parts in creating and maintaining a truly unique and vibrant atmosphere.

The Bursar is the administrative leader of Wellington College International Pune. The school is setting up to be open in September, 2023. The Bursar is responsible for the management of the project during the set up phase and will be the central point of contact for all key stakeholders. After the school opens the Bursar will be responsible for all non-academic operations of the school. The Bursar reports directly to the Master for daily operations and to the Board of Governors for finance and governance matters. The Bursar and the start-up team will be supported by senior members of staff in the Wellington College India central office, offering guidance and help on Marketing, HR, Design and Construction, Finance, Technology, etc.

The candidate should have a proven record of success in the management of people across various disciplines combined with finance knowledge. The successful candidate should have excellent interpersonal and leadership skills together with the ability to work co-operatively and negotiate effectively, with some international experience preferred and an understanding of high-quality British education. He/ She will also possess resilience and flexibility, a strong sense of accountability and a global perspective .

The successful candidate will be enthused by the rich heritage, vibrancy, challenge and potential of India, approaching the task of

launching the first Wellington College in India with positivity, adaptability and sensitivity.

A flair for marketing and first-class communication skills with the gravitas to act as a credible ambassador to a range of audiences is crucial and will be complemented by commercial acumen and the personal drive to establish this new school as a success from the outset. A genuine alignment with the ethos of the group is of paramount importance and these will become clear in the information that follows.

This is a superb opportunity to join the Wellington family of schools in a key senior leadership role and be a pivotal part of the strategic development of Wellington College International Pune.

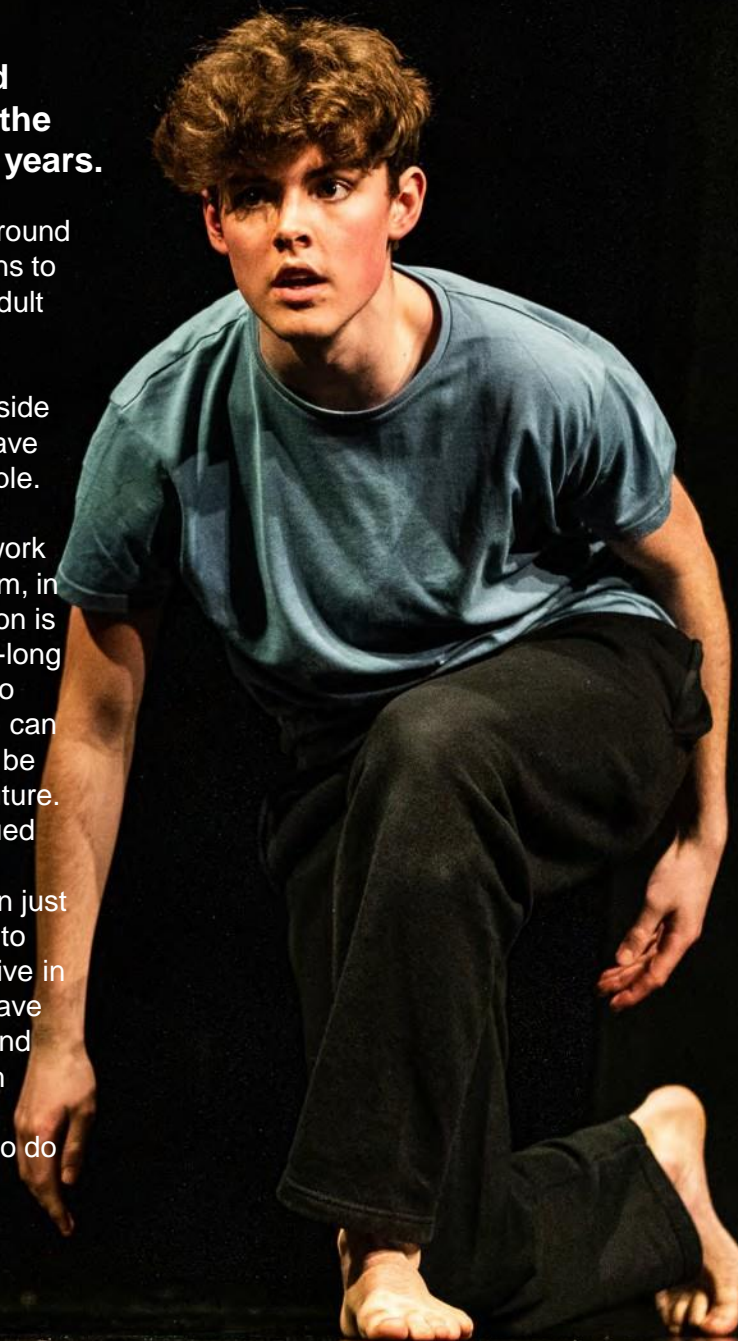
# About Wellington College

**Wellington College is one of the world's leading coeducational day and boarding schools. Set in 400 acres of beautiful parkland in Berkshire, the College delivers an inspirational education to 1,040 pupils aged 13-18 years.**

Wellington College was granted its Royal Charter in December 1853, with Queen Victoria laying the foundation stone in 1856. It is the national memorial to Britain's most distinguished military leader, the Duke of Wellington, who was described on his death by Queen Victoria as 'the greatest Englishman that has ever lived'. Prince Albert, her husband, took a shaping interest in the school and chaired governors' meetings. After his death his place was taken by the Prince of Wales, the future King Edward VII. Few schools possess such a rich heritage and such a close relationship with the Royal Family. Today, the College is renowned for being an outward-facing school with a strong international perspective. A wonderful fusion of heritage and modernity characterises the educational philosophy. The curriculum, facilities and teaching methods are constantly adapting to the challenges of preparing young people for the ever-changing world of the 21st century. Wellington College is dynamic in every sense of the word yet is rooted firmly in the five College values – **Kindness, Courage, Respect, Integrity and Responsibility** – values which underpin every aspect of life at Wellington. Recruitment of staff; selection of students; policies and practices; day-to-day decision making are all founded on the five values.

Our educational philosophy is focused around the traits which we want all Wellingtonians to acquire before taking their place in the adult world.

We want our pupils to be inspired by everything they do at Wellington, both inside and outside of the classroom, so they leave school as interested and interesting people. We want our pupils to adopt a genuinely intellectual approach to their academic work and to their view of the world around them, in the knowledge that a Wellington education is only the beginning of an exciting and life-long journey of learning. We want our pupils to become truly independent, as those who can think, learn and cope independently; will be the leaders and game-changers of the future. We want each and every pupil to be valued and developed as an individual, so their Wellington experience is much more than just going to school – rather, it is the journey to self. And we want our pupils to be inclusive in all dealings with other people, so they leave the College not in a bubble of privilege and elitism, but with the ability to engage with their local, national and international communities, and with a burning desire to do good in the world.





## Academic Life

Wellington's academic life is rich, varied and truly outward-looking in its restless pursuit of excellence. It is a place where learning matters and 'being educated' is more than getting outstanding exam results. The journey towards independent learning begins in a Wellingtonian's very first year at the College and the Harkness philosophy lies at the heart of the school's academic approach. Each pupil has an academic tutor and feedback is given to both pupils and parents on a regular basis: the emphasis is very much on coaching and helping pupils take ownership of their academic progress. Between 2016 and 2021 Wellington College, along with many other leading schools, did not supply exam results to the league tables. However, pupils achieved stellar results. In 2021, the IB cohort achieved an incredible 41.2 average with thirteen students achieving the maximum 45 points; 73% achieved more than 40 points and 87% achieved 38+. At A Level, 25 students achieved straight A\*s; across the cohort 45% of grades awarded were A\*, 80% were A\*/A and 96% were A\*-B. 52% of the 245 students in year 13 took IB DP, and 48% A level.

## Pastoral Life

Wellington prides itself on the outstanding levels of pastoral support offered to pupils. This is achieved through a proactive approach and excellent communication between the Houses, Health Centre, counselling service and staff. The College's nationally recognized Wellbeing curriculum aims to equip pupils with the tools necessary to cope with life in school as well as preparing them for a healthy, happy and successful life after school. On a day-to-day basis, it is the Houseparent in each of the 17 Houses who has overarching responsibility for the pastoral life of the boys or girls under their care.

## Co-Curricular Life

There is only one Wellington College but each student has the opportunity to make it their very own school. With extensive choices in every part of their co-curricular life, every student has all the options to work out what will make them distinct as an individual. This choice starts from the beginning of the year with College Carnival so that every student knows exactly what's on offer.

## Arts

Arts sit at the heart of the Wellington Community and its drive to create exciting individuals. Wellington is an Artsmark Gold school, and well on track to achieve the highest accolade of Platinum status. Every Wellingtonian is involved, from the Third Form onwards, in the imaginative and dynamic Arts Programme, which seeks to inflame their creative imagination and to make the very most of their artistic talent and potential. The success of these arts are celebrated in the annual Wellington Arts Festival, which opens the doors to the national community and sees the College's home grown stars perform alongside internationally renowned celebrities from the art world.

## Sport

Wellington College has a 'premier league' reputation as one of the best schools for sport in the UK. With 98% of Wellingtonians regularly involved in sporting activities and matches, sport is a big part of the Wellington identity and there is a sport for every child.

## Enrichment

When students have had their fill of drama, art and sport, there are clubs and societies for just about every popular hobby and interest. Intellectual interests are certainly catered for, with academic departments offering societies relating to their subject, linking raw academic hunger with that of a broad interest base. Societies such as Phil-Thy (Philosophy and Theology), Classics Society, World History Society and BioSoc attract pupils from outside their departments too.

## Global Citizenship

At Wellington College, character development is an essential part of the education provision. The Global Citizenship Team helps students to understand their role in the world and to aid their transition to empowered and engaged social change-makers who will have a positive impact in society.



# Wellington College International Limited

**Wellington College International (WCI) supports partners with shared values and passion for delivering a ‘Wellington’ education, establishing world class schools in premium locations. WCI schools are genuinely outstanding and distinctively Wellington.**

## Wellington College China

There is currently a family of five schools in China with WCC, located in the cities of Tianjin, Shanghai, and Hangzhou. Three are International schools, open to international students, and two are bilingual Chinese schools which are open to Chinese nationals. A further bilingual school will open September 2022 in Nantong. All the schools have bespoke, premium campuses with world-class facilities, and deliver a holistic Wellington education with excellent academic outcomes.

WCC has also founded the Institute of Learning, for research, training and development in education.

## Wellington College International Bangkok

WCI Bangkok was opened in 2018 and benefits from a fine quality and forward-thinking campus, that supports the very best holistic education. In a competitive market, the school is growing strongly and is already recognized for its outstanding achievements.

All schools enjoy high levels of legal and financial independence and have their own governing boards. The Board will comprise members drawn from the Unison Group and Wellington; the main Board will meet termly and operate through a series of sub-committees.

Decision-making is devolved to the frontline to give leaders at all levels a sense of ownership. It is assumed that decisions can be made at school level unless explicitly stated in the governance handbook as group standards or governance decisions.

All schools carry the same Wellington College name and therefore share the same reputation. As a group, there is a strong desire to combine the advantages of school level autonomy and group level expertise.

Wellington College International Pune is intended to be the first of several schools developed across India in partnership with the Unison Group.



# About Unison Group

**The Unison Group is amongst India's leading education providers and is synonymous with quality and academic rigour. Established in 1996, the Unison Group has founded:**

## **Unison World School, Dehra Dun**

Founded in 2007 as a girls' boarding school for grades 6-12, the school has quickly established itself as a foremost school with a national reputation for excellence. The school caters for 450 girls and offers ICSE, ISC and IGCSE pathways and a wide range of extracurricular opportunities, including the Duke of Edinburgh Award. Unison World School is an International Member of Girls' School Association. Academic achievement at the school is excellent and students matriculate into leading universities in India, the UK, the US and globally.

## **IMS Unison University, Dehra Dun**

Formerly the Institute of Management Studies, the University offers Undergraduate, Postgraduate and Doctoral programmes in Management, Journalism, Law, Hospitality and Liberal Arts.

## **DIT University, Dehra Dun**

The University offers Undergraduate, Postgraduate and Doctoral programmes in Engineering, Technology, IT, Architecture, Management, Pharmacy, Sciences and Liberal Arts for 6,000 students.

## **Institute of Management Studies, Delhi NCR**

The Institute offers Undergraduate and Postgraduate programmes in Management, Journalism, Computer Applications, Law and Design.

The group is currently engaged in establishing Unison Boys' School, a boys' residential school for 600 students planned on a sprawling 50-acre site. In addition to its core work in education, Unison is currently developing assets in the commercial and real estate sectors.

With core values of Creativity, Curiosity, Responsibility, Integrity, Empathy, Tolerance, Respect and Commitment, the group is a natural partner for Wellington, and was drawn to the combination of Wellington's illustrious history, drive for innovation, track record across Asia and measured plans for growth.

Unison Group resources will be deployed to provide local knowledge and active support to Wellington College International Pune in key central services functions such as legal, finance, estate management and IT.



# The Location

**The city of Pune was selected by Unison Group following an extensive market survey completed on behalf of Unison by a leading global strategy consultancy.**

The favourable demographics within the city made it an appealing prospect for the first Wellington College in India. With a population in excess of 6 million, Pune is the second largest city in the state of Maharashtra after Mumbai, and one of the top three fastest growing cities in India. Of all the cities in India, Pune ranked second in the Mercer Quality of Living Index 2019.

Pune has long been known as a centre of educational excellence and carries the moniker “The Oxford of the East”, being home to top universities, business schools and the highest number of international students of any city in India. Pune has a thriving economy and is a global hub for innovation, manufacturing, technology, and medical research and is particularly well known for the IT ecosystem

that has flourished in the city. According to a Jones Lang Lasalle report, Pune is the second highest city in India in terms of household income, and the number of Ultra High Net- Worth Individuals in Pune grew by 18% in 2015-2016 and was predicted to grow by 170% between 2016-2026 – the highest growth rate in the world.

Pune has good weather throughout the year with mild winters and relatively temperate summers. The city is home to numerous ashrams, palaces and museums which offer a fascinating mix of cultural and historical sites. In the surrounding area, the mountains offer the opportunity to trek through dramatic landscape, explore hill stations or find one of the region’s many waterfalls.

# Wellington College International Pune

**Wellington College International Pune will be a coeducational day and boarding school for 800 pupils between the ages of 2-18, established on a campus designed by award-winning British architects.**

Opening in August 2023, the school will follow the English National Curriculum culminating in the IB Diploma, for which Wellington College is amongst the leading academic schools globally.

The school is being established in the north-eastern sub-market of Pune at Kharadi (Wagholi) and is part of a premium integrated township development comprising IT business parks such as EON Free Zone, Business Bay, Tech Park One, Giga Space and Weikfield IT Park to name a few. In addition, this sub-market benefits from the presence of important physical and social infrastructure, including proximity to the international airport (12 kms away), accessibility via completed Mumbai – Pune six – lane expressway, prominent hospitality and retail developments and leading educational institutes. In addition to IT and office spaces, the new development accommodates over 1,000 premium apartments and high-end villa developments.

## The Curriculum

WCIP will offer the English Early Years Foundation Stage (for students aged 2 -5) curriculum followed by the English national curriculum as a basis for the core subjects. Junior School students (aged 5-11) will follow the English national curriculum, suitably enhanced and with consideration of the cultural context and the needs of pupils. Teaching in the Junior School

will mostly be by class teachers with support of specialist teachers. The Senior School (aged 11-18) will commence with the English national curriculum in year 7, leading to the two years of IGCSE in years 10 and 11. In the Sixth Form pupil progress to take the International Baccalaureate Diploma Programme (IBDP) in years 12 and 13, leaving them extremely well prepared to apply for world-class university courses and future career paths.

Pastoral care and support for the younger pupils shall be provided through highly experienced class teachers. Older pupils will be proud of their house identities, house names being one of many connections with Wellington College. It is envisaged that Housemasters will lead teams of house tutors to provide pastoral support in Junior School and the Senior School.

Indeed, high quality pastoral provision is central to the Wellington philosophy with a thriving House system and a purposeful Wellbeing programme features at all Wellington schools. In line with Wellington College, UK, an extensive extra-curricular programme of sports and other after-school activities will be provided to enrich and broaden the education offered.



# The Role

## The Master seeks to appoint the Bursar from May 2023.

At Wellington College International Pune, our leaders are recognized as role models within, between and beyond the school, building a strong sense of community, whilst being responsive to our pupils, families, and staff.

The appointment of a strong and effective Bursar is vital to achieving our aims. We seek a visionary, yet down-to-earth and flexible, team player with high energy, serious resilience and a genuine commitment to continual improvement in all areas of school life.

The Bursar is the administrative leader of the College and is responsible for all non-academic operations. The successful candidate will be supported by members of staff offering leadership in and guidance on finance, purchasing, HR, facilities, compliance, marketing & admissions. IT, school services, etc.

The appointment will be made by the Board of Governors including the Master. The Bursar reports to the Master on a day-to-day operational basis but is also accountable to the Board.

The Master is responsible to the governors for the overall well-being of the College, and the Bursar is accountable for the implementation and daily running of the financial and administrative systems, and the timely flow of accurate and relevant financial information to support that process.

The successful candidate will join a strong group of WCI Bursars and enjoy cross group collaboration, in addition to support from a strong Central Office multi discipline team, as and when required.



# Job Specification

## Key Responsibilities of Bursar

### **GOVERNANCE**

The Bursar is a key member of the facilities sub-committee and the finance and HR sub-committee meetings under the governorship of the School Advisory Board (SAB). The Bursar, in conjunction with the chair of each sub committee, is responsible for the preparation and circulation of the agenda and papers, ahead of the sub-committee meetings and the subsequent production and distribution of minutes.

The Bursar attends the School Advisory Board (SAB) meetings as a non-voting member, by invitation. The Bursar is directly accountable to the board for all non-academic aspects of the College.

### **FINANCE**

The finance department works under the general direction of the Bursar. The Bursar holds ultimate responsibility for the preparation of the budgets and financial projections of the College and for the control of expenditure within the approved budgets. The Bursar also bears the overall responsibility for the proper maintenance of the College's accounting records, the preparation of all students' accounts and for ensuring their prompt settlement.

The Bursar, through the finance department, will be responsible for the preparation and filing of statutory financial statements and for all tax filings and compliance with tax regulations.

### **BUILDINGS AND GROUNDS**

The Bursar is responsible for the maintenance of all College buildings and for the upkeep of the College grounds and playing fields. The Bursar is also responsible for the cleanliness, good condition and security of the College buildings and other facilities.

The Bursar is responsible for the arrangement of all College staff accommodation, its sourcing and upkeep, as well as the letting arrangements of College property to outside organisations. The Bursar has overall responsibility for health and safety, ensuring that the College complies with the highest standards of relevant legislation, and for ensuring that the College's safety policy is kept up to date. The Bursar will be responsible for chairing the regular safety committee meetings and for arranging the annual health and safety audit.



# Job Specification

## Key Responsibilities of Bursar

### **HUMAN RESOURCES**

The Bursar is responsible for the smooth running of all departments within the administrative structure of the College and is responsible for the structure and development of those teams to increase the effectiveness and efficiency of the College.

The Bursar oversees recruitment across the College, including supporting and guiding the academic teams on the recruitment, on boarding and induction of teaching staff and directly managing the human resources team. The Bursar has ultimate responsibility for the appointment of all non-teaching support staff. The Bursar is also responsible for the administration of compensation and benefits across the College in line with Wellington College India Group Policy and Safer Recruitment.

The Bursar is responsible for overall leadership and management of all members of the non-teaching staff who are employed throughout the College and for appraising key members of staff as well as managing all disciplinary matters concerning the non-teaching staff. The Bursar will identify areas in which they would benefit from training and development and lead on succession planning, and talent development, within the non-academic functions.

### **RECORD KEEPING**

The Bursar is responsible for the maintenance of full and complete archives relating to all College functions especially financial and budgeting, the physical plant, pupil records and employee records. The Bursar needs to ensure that the College always has accurate and up-to-date records of all necessary information on students and their families. The Bursar is also responsible for all the administrative and financial arrangements involved in the withdrawal of students from the College.

### **GENERAL ADMINISTRATION AND VENDOR MANAGEMENT**

The Bursar is responsible for the :

- Supervision of technology and technology support staff. Computerisation of College administration, admissions, pupil files, etc.
- Negotiation of contracts especially, for example, the cafeteria, the provision of bus transport and school uniform with outside suppliers and oversight to ensure that the contracts are implemented as agreed.
- Maintenance of fully adequate insurance policies covering all risks likely to affect the College's physical plant, students, and employees.
- Proper registration of all certificates and licences with government and regulatory authorities.
- Ensuring proper legal review and minimize risks on all College contracts and documents.
- Purchasing and vendor management
- Legal, Licensing and government relations



# Person Specification

	ESSENTIAL	DESIRABLE
EDUCATION	Bachelor's degree or above	Major in finance or business
COMMUNICATION	Fluent in English	
EXPERIENCE	<ul style="list-style-type: none"> <li>Minimum of 20 years' working experience in the field of business</li> <li>Management experience in operations, including at least 10 years of people management</li> <li>Experience within the schools and education field</li> </ul>	<ul style="list-style-type: none"> <li>Experience in the International school sector</li> <li>Team management, finance experience, HR experience, facilities management and compliance, working with regulatory bodies, strategic planning and business development, experience with IT networks and logistics.</li> <li>Experience of working within a group of schools</li> </ul>
INTELLIGENCE	Clear thinker	Innovative, creative, problem-solver
SKILLS	Experience in leading multi-cultural partnership projects	
	A negotiator	
	Strong people skills, ability to work with people from different cultures, industry and at different levels of seniority	Strong ,emotional intelligence
	Well-organised and goal-oriented	

## Remuneration

The successful candidate will receive an extremely competitive salary package with benefits appropriate to the responsibility and status of the position.

# Person Specification

	ESSENTIAL	DESIRABLE
LEANING TOWARDS	Analytical approach	Strategic understanding
	Positive, constructive approach	
CHARACTER	Inclusive, intellectual, independent, individual, inspired, reliable, tenacious, has integrity, impartial, motivated, culturally aware, calm under pressure, flexible, respectful, passionate, optimistic and forward looking about quality and with an eye for detail and a restless desire to reflect and improve	



# Apply

## How to apply:

Please submit your resume along with a cover letter addressed to The Master, Wellington College International, Pune at [ho@wellingtoncollege.in](mailto:ho@wellingtoncollege.in), mentioning "Application for Bursar" in the subject line. Also share details of three references, one of whom must be the current employer.

## Safer Recruitment Policy:

"Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection." **ITFCP Statement of Commitment**

Please note this position is subject to an enhanced Criminal Records Bureau Disclosure. Wellington College International Pune is committed to equality and diversity. The College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and Disclosure and Barring Service checks.

## Reference:

Please note that we will wish to contact the referees of all shortlisted candidates; if you have a specific preference that we should not contact someone immediately, please indicate this in your application.

## Timelines:

**Last date to apply- 17<sup>th</sup> February 2023**

**Interview dates- 24<sup>th</sup> February 2023**

**Final decision- 28<sup>th</sup> February 2023**



