



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

JOB TITLE	Head Administration and Operations	DEPARTMENT	Non-Academic
REPORTS TO	Bursar		
<p>Wellington College International Pune (WCIP) will be the eighth in the Wellington College International family and the first of several planned for India. Allied to the Unison Group, one of India’s leading educational providers and renowned for quality and academic rigor, WCIP will benefit from a strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand. This core partnership with Wellington College UK is pivotal for every school and WCIP embraces this authentic relationship, leveraging upon the outstanding quality of education exhibited across the network of schools.</p>			

Experience

We are looking for an experienced Head of Administration and Operations to supervise daily support operations of our school and plan the most efficient administrative procedures. You will be part of a team of professionals to complete a range of administrative duties in different departments.

The post holder will have excellent communication and organizational skills. The ideal candidate will be well-versed in departmental procedures and policies and will be able to actively discover new ways to do the job more efficiently.

The Administration Department is responsible for a range of operations at Wellington College International Pune. Head of Administration & Operations, reporting to the Bursar, will be responsible for the following facilities: Security, Catering, Housekeeping, Health & Safety, Repair and Maintenance, Plant and Machinery, Landscaping, Transport, Logistics, Grounds, School store, Uniform shop and Liaisoning with Local Authorities.

Main Task and Responsibilities:
Key Responsibilities <ul style="list-style-type: none">• Plan and coordinate administrative procedures and systems and devise ways to streamline processes.• Recruit and train personnel and allocate responsibilities and office space.• Assess staff performance and provide coaching and guidance to ensure maximum efficiency.



WELLINGTON
COLLEGE
INTERNATIONAL
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- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- Maintain proper record keeping of all functions under Admin in hard and soft copy.
- Manage schedules and deadlines.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Monitor costs and expenses to assist in budget preparation.
- Oversee and Maintain facilities services like bus transport (Students and Staff), security, cafeteria, landscaping, school grounds, plant and machinery, cleaning and maintenance activities and tradespersons (e.g. electricians).
- Maintaining school owned and / or leased vehicles.
- Organize and supervise other office activities (recycling, renovations, event planning.).
- Ensure upkeep and safety of the school infrastructure.
- Arranging accommodations for school staff and maintaining school guesthouse.
- Oversee Visitor Management Systems.
- To hire accommodation, lease agreements for accommodation, house hold movement arrangements for faculty and management.
- Inventory management
- School Events
- Planning school logistics and vendor management.
- Ensure operations adhere to policies and regulations.
- Keep abreast with all organizational changes and business developments.
- Assist Bursar in emergency management and ensuring health and safety of students, employees of the school and third-party vendor personnel working at school site
- Liaise with local authorities (like police, education department officials etc.), to ensure compliancy in all relevant arenas.
- Assist in event management.
- Co-ordinate and maintain a list of approved contractors and suppliers to ensure best value.
- Assist Bursar in doing a due diligence process for various vendors and service providers.

Person Specification

Essential Experience / Qualifications Required

- Graduate/ Postgraduate or equivalent degree in Business Administration
- Minimum 12 - 15 years' experience of working in an Administration role

Desirable Experience / Qualifications Required:

- Relevant Work experience in an International School



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Skills and Personal Qualities

- Proven experience into Administration
- In-depth understanding of office management procedures and departmental and legal policies
- Familiarity with financial and facilities management principles
- Proficient in MS Office
- An analytical mind with problem-solving skills
- Excellent organizational and multitasking abilities
- Ability to work in a multicultural and international environment
- A team player with leadership skills

Essential Values, Behaviors and Attitudes:

- Embody the five core values of Wellington College at all times (courage, integrity, kindness, respect and responsibility).
- Personal integrity, accountability and credibility.
- Strong mind-set for continuous improvement to meet or exceed expectations.
- Time management and ability to multi-task and prioritize, ability to work under pressure.
- Discrete and sensitive to confidentiality.
- Responsible, self-motivated, detailed-minded, professional, organized, independent and mature.
- Good team player as well as good team leader.

Application process

- To apply for this position, please complete your submission through our Wellington
- College International Pune (WCIP) website (<https://pune.wellingtoncollege.in>) electronic application form.
- For further enquiries, please contact the Human Resource Department on hr.pune@wellingtoncollege.in