



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

JOB TITLE	Manager - Projects and Estate	DEPARTMENT	Non-Academic
REPORTS TO	Central Office based out of Dehradun		

WCI Pune is the eighth school in the Wellington College International family and the first of several planned for India. It benefits from a strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand. WCI Pune is a coeducational day school, intended for 800 pupils between the ages of 2-18. The school is established on a campus designed by MICA, an award-winning and leading British architectural firm, and will take boarding pupils from August 2025. The School opened in September 2023 and follows the Early Years Foundation Stage framework and the English National Curriculum, for which Wellington College is regarded as one of the leading schools in the UK. Nestled at the banks of the Mula-Mutha river in Pune at Wagholi, Wellington College enjoys a lush, serene, and inspiring campus. It also has proximity to the Pune airport, prominent hospitality, residential and retail developments.

Experience

We are looking for an experienced Project Manager to manage the complete construction of the school campus including Academic, Boarding and Sports facilities. Being an International School, we are looking for a professional who has experience in managing High- end projects, knowledge of latest good construction practices, Green building norms, understands technology and various other facilities required in a premium school. The candidate should have excellent communication skills, a good negotiator, possesses excellent time management skills and be able to prioritise tasks and possess strong leadership and mentoring skills to develop the project team. He should be well versed with working in time bound projects and working with various consultants, contractors and other stakeholders of the school.

Once the construction activity of the school is complete, the Project Manager would be working upon the new projects under the Group.



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Main Task and Responsibilities:

Key Responsibilities

- Plans all phases of the construction lifecycle from initiation to completion on behalf of the school.
- Obtains all necessary regulations and permits.
- Ensuring projects are aligned with agreed-upon plans.
- Coordinates tender packages with various consultants and monitors the tendering process.
- Executing the work through contractors and/ or specialist agencies.
- Oversee the complete construction activity of the school.
- Coordinate with all the consultants, Project management consultants, various contractors of multiple discipline.
- Monitor the project progress reports.
- Develops and adheres to the budget, timeline, and quality control plan.
- Collaborates with architects, engineers, electricians, and other specialists.
- Writes and submits testing and inspection logs, quality assurance reports, and punch lists.
- Ensures that all local, state, and national building codes and regulations and safety precautions are followed.
- Uses scheduling software to update schedules, track progress, and document project progression.
- Prepare the project plans, schedules and specifications and comment on the building design, scheduling, possible cost savings measures and potential construction problems.
- Submit Project budget to the company.
- Coordinate all shop drawing and approvals.
- Coordinate, Monitor and maintain the project construction schedule on a weekly basis.
- Raise and discuss relevant issues at the job site meetings, Prepare and issue minutes of all site meetings.
- Inform the Consultant of any errors discrepancies or omissions contained within the Consultants design and drawings.



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- Ensure site safety and that the requirement of the occupational Health and Safety standards are enforced.
- Ensure Completion of and track all independent testing and inspections as required by Government authorities and to ensure all required civic bodies inspections are performed.
- Recommending Monthly progress reports and invoicing of various Consultants, contractors and suppliers.
- Enforce good construction standards and quality control.
- Maintain Control and responsibility for the security and operation of the Commission directly owned equipment on the job site in conjunction with site staff.
- Ensure that as-built drawings are prepared on an ongoing basis by all trades during the construction period and issue final close-outs to Consultant accordingly.
- Prepare and expedite project deficient lists.
- To oversee and verify the measurement book for the whole project

Person Specification

Essential Experience / Qualifications Required

- Bachelors / Master's degree in Civil Engineering and / or Construction Management
- 15 years of experience out of which atleast 5 years should be in a Leadership Role

Desirable Experience / Qualifications Required:

- Work experience of a premium project
- Occupational safety and Health Standards training
- Construction Project management certification
- Experience of working for a Green building campus
- Experience of working in a project which has high end interiors, International level indoor and outdoor sports facilities, technology enabled campus, state of art AV facilities, imported furniture.

Skills and Personal Qualities

- Aptitude in decision-making and working with numbers
- Strong leadership capabilities
- Excellent communications skills, problem solving skills, analytical skills negotiation skills
- Excellent knowledge of project management (Planning, Organizing, Budgeting, Execution)



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etc.)

- Excellent knowledge of MS office, project management software and Autocad
- A team leader committed to achieve the overall objectives of the project

Essential Values, Behaviours and Attitudes:

- The role demands a multitasker who can effortlessly liaise with all the other teams, efficiently manage the roles and duties within the team, and finally get the job done well in time.
- Should be well organized, process driven and a team player.
- 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.