



WELLINGTON  
COLLEGE  
INTERNATIONAL  
PUNE

<b>JOB TITLE</b>	Compliance and Legal Officer	<b>DEPARTMENT</b>	Non-Academic
<b>REPORTS TO</b>	Head of Administration and Operations		

Wellington College International Pune (WCI Pune) is 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 rigour, WCI Pune benefits 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 WCI Pune embraces this authentic relationship, leveraging upon the outstanding quality of education exhibited across the network of schools. Ultimately, we will prepare our pupils through the robust and rigorous platforms of the IGCSE and IBDP programmes, to access the highest grades and entry to leading global universities (including top institutions in the US and the UK).

Although initially a day school, WCI Pune is intended to be a coeducational day and boarding school for 800 pupils between the ages of 2-18. In the first phase of development, the School opened in September 2023, at the outset for Pre-Nursery (age 2) to Year 9 (age 14) in the Senior School. We follow the Early Years Foundation Stage Framework and the English National Curriculum. In 2024 we aim to introduce IGCSE and the IB Diploma for which Wellington College UK is amongst the leading academic schools globally.

Nestled at the banks of the Mula-Mutha river in Pune at Kharadi (Wagholi), WCI Pune enjoys a lush, serene, and inspiring 10-acre campus designed by MICA, an award-winning and leading British architectural firm. The School has outstanding facilities, in all facets of learning & teaching, sports, music and performing arts. It also has proximity to Pune International Airport, prominent hospitality, residential and retail developments.

The Compliance Officer is responsible for ensuring that the school operates in accordance with all applicable laws, regulations, and policies set by the government, education boards, and other regulatory bodies. Thorough knowledge of all compliances and regulations related to educational institutions, building statutes, visa for expatriate workers and related norms. The Compliance Officer will ensure that the school adheres to all legal and accreditation requirements, including those set by educational boards (such as CBSE, IB, IGCSE). The role includes monitoring, implementing and advising on policies on compliance, conducting audits, ensuring adherence to safety and ethical standards, and managing necessary documentation and reporting.

<b>Main Task and Responsibilities:</b>
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<b>1. Regulatory Compliance:</b>
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- Ensure the school complies with Maharashtra State Education Department regulations, CBSE/ICSE/State Board guidelines, RTE Act, and other relevant educational policies.
- Keep updated with changes in laws and regulations affecting schools.
- Obtain and renew necessary licenses, affiliations, and accreditations.
- Maintain all permits, and regulatory approvals required for school operations.

**2. Policy Implementation & Monitoring:**

- Develop and implement internal policies that align with legal requirements and best practices.
- Ensure school policies align with labor laws, child protection regulations, and safety standards.
- Conduct regular training sessions for staff on compliance, ethics, and school policies.
- Maintain and update the school's policy manual, ensuring accessibility for all stakeholders.

**3. Audits & Inspections:**

- Conduct internal audits to identify potential non-compliance issues.
- Prepare the school for inspections by government authorities, education boards, and other regulatory bodies.
- Ensure proper documentation is maintained for audits and regulatory reviews.

**4. Safety & Child Protection Compliance:**

- Ensure compliance with child safety laws, including POCSO (Protection of Children from Sexual Offences) Act and POSH (Prevention of Sexual Harassment) guidelines.
- Implement and oversee health, safety, and emergency preparedness protocols in the school.
- Conduct background checks for staff and maintain records of police verification.

**5. Liaison & Reporting:**

- Act as a liaison between the school and regulatory bodies, ensuring smooth communication and compliance.
- Prepare and submit reports required by educational authorities, tax departments, and other agencies.
- Address legal and regulatory queries raised by stakeholders.

**6. Global & Domestic Mobility Support:**

- Manage the end-to-end mobility process for expatriates employees.



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- Assist with work permits, visas, and necessary documentation for different countries.
- Ensure compliance with legal requirements in destination countries.

**7. Immigration & Compliance Management:**

- Stay updated on visa regulations, and employment laws.
- Ensure all mobility programs align with company policies and legal requirements.
- Work closely with HR, legal, and external agencies to resolve immigration-related issues.
- Experience with visa related documentation and statutes for expatriate workers in India.

**8. Employee Support:**

- Provide guidance on visa application procedures, timelines, and required documents.
- Act as a point of contact for mobility-related inquiries.

**9. Documentation & Reporting:**

- Maintain accurate records of compliance activities, audits, and policy reviews.
- Prepare reports for the school management, board members, and regulatory bodies.
- Address non-compliance issues and implement corrective actions
- Maintain accurate records of visa applications.
- Track and report on mobility trends, approvals, and compliance risks.
- Prepare reports on visa expiration dates and renewals.

**10. Liaison & Communication:**

- Strong liaison with local authorities and regulatory bodies.
- Serve as the point of contact for legal and regulatory authorities.
- Collaborate with HR, administration, and academic departments to ensure compliance across all areas.
- Maintain all records related to compliances and track these to ensure all documents are valid.
- Respond to compliance-related queries from parents, staff, and external stakeholders.

**Essential Experience / Qualifications Required**

- Bachelor's or Master's degree in Law, Business Administration, Education Management, or a related field.
- 3-5 years of experience in compliance, legal, or regulatory roles, preferably in the education sector.
- Knowledge of Regulations: Familiarity with Maharashtra education laws, CBSE/ICSE/State Board guidelines, RTE Act, and child protection laws.



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- Strong analytical and problem-solving abilities.
- Excellent communication and reporting skills.
- Attention to detail and strong organizational skills.
- Ability to work with government authorities and legal bodies.
- High ethical standards
- Preferred Certifications: Certification in Compliance, Legal Studies, or Risk Management is a plus.

**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.