



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

JOB TITLE	Head - IT	DEPARTMENT	Non - Academic
REPORTS TO	Bursar		

Wellington College International Pune (WCI Pune) 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 rigour, WCI Pune 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.

Wellington College International Pune is seeking to appoint an exceptional, passionate and motivated Head of IT to be responsible for the leadership and strategic development of IT to support the school's educational and business functions. This includes the effective management and optimisation of the School's on-premise IT infrastructure; external/internal connectivity; and core-cloud infrastructure. The ICT Manager will advise the Senior Leadership Team with the formation and delivery of the information technology strategic plan, in collaboration with the Team. This role will also include day-to-day management of the school's IT Support Team as well as third-party support providers.

Main Tasks and Responsibilities:

- Prepare the IT revenue and capital expenditure budget
- Supervise, lead and manage the IT Technician
- Specify, order and install new equipment, network peripherals and consumables
- Purchase and install educational software
- Plan and oversee the installation and maintenance of computer systems, hardware, and networks
- Manage user accounts, email system, anti-virus system, CCTV system
- Manage the website and web filtering systems and telephony system
- Manage the Provide and maintain servers for ISAMS
- Ensure regular backups (Both on and off site)
- Member of IT Strategy and Development Sub Committee
- With technician provide frontline support to users
- Manage and lead cyber security across IT infrastructure
- Perform yearly penetration testing on network
- Responsible for all aspects of IT security
- Develop and implement policies related to network security, disaster recovery, and IT infrastructure.
- Oversee a coherent approach to cloud and shared drive storage, and systems for academic departments in conjunction with the IT support staff.



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- Oversee a coherent approach to cloud and shared drive storage, and systems for academic departments in conjunction with the IT support staff.
- Establish, measure, and define IT goals and maintain an IT roadmap
- Monitor and analyze the success of IT initiatives and projects and continually develop and evaluate new technologies and tools for the organization.
- Direct the activities of the help desk to ensure the IT needs of users are met
- Manage development projects to integrate new technologies into existing systems
- Perform ongoing support and maintenance of all hardware, software, and network components
- Establish a security policy to protect company information and resources
- Performing routine system audits
- Organizing and establishing deadlines for major IT projects such system updates, migrations, upgrades, and outages
- Running routine system operations reports and sharing them with top employees
- Looking for opportunities to train and build teamwork skills
- Managing and reporting on the IT budget's allocation
- Creating and implementing the organization's IT policy and best practice manuals

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Person Specification

Essential Experience / Qualifications Required

- Graduate / Post Graduate (MCA), With Certifications CCNA, MCSE, MCSA, MCDBA, MCP etc.
- Experience in an international or start-up school environment.
- 5 – 7 years and above of relevant experience
- Excellent verbal and written fluency in English.
- Related working experience as ICT Manager in other international schools or companies is preferred.
- Good communication and coordination skills.
- Good organisation skills.

Skills and Personal Qualities

- **Demonstrating** excellent interpersonal, communication, and presentation skills.
- **Applying** a student-focused, empathetic, and culturally sensitive approach.
- **Managing** tasks efficiently with strong organizational skills and attention to detail.
- **Empathy:** A student-centred approach, with a genuine passion for supporting young people in their educational and personal development.
- **Organized:** Strong time management skills, able to handle multiple tasks and meet deadlines in a fast-paced environment.
- **Proactive:** Self-motivated and able to work independently, with a focus on continual improvement.
- **Team-Oriented:** Collaborative and adaptable, able to work well with colleagues, parents, and external stakeholders.
- **Culturally Aware:** Experience working with international students and families, with an



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understanding of their unique needs and challenges.

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.

Safeguarding & Child Protection

Wellington College International Pune is fully committed to safeguarding and promoting the welfare of children and young people. The successful candidate will undergo a thorough recruitment process, including reference checks and enhanced DBS (or equivalent) clearance.