



WELLINGTON COLLEGE
CHINA
惠灵顿中国

POSITION: Bursar

ABOUT US

Wellington College China represents the marriage of traditional values and progressive education. Our Wellington values of Courage, Kindness, Responsibility, Respect and Integrity are as pertinent today as they were more than 150 years ago when Wellington College was founded.

Our vision is to inspire pupils to become intellectual, independent, individual and inclusive; our Wellington identity. This will be based on a model of holistic education and pastoral provision that establishes the values, aptitudes and knowledge needed to be an effective global citizen. We aim to prepare pupils for success during and beyond life at the College.

We aspire to create a caring, learning community that develops well-rounded individuals with strong values and the skills and identity to thrive within an ever-changing world.

To this end, we are seeking a team of motivated, dynamic and forward thinking professionals who will add something special to this exceptional educational setting.



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BASIC INFORMATION

JOB TITLE	Bursar	DEPARTMENT	SLT
SUPERVISOR	Master		
SUBORDINATES	Non-Academic Team <ul style="list-style-type: none">• Finance• Purchasing• HR• Facilities management• School services (catering, bus, uniform, etc)• IT		

OBJECTIVES

The Bursar is the administrative leader of a new bilingual school Wellington College China is setting up to be open in September, 2018. The school offers a bilingual education to Chinese and international students aged 2-18.

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 Chairman of Governors during the initial set up phase. Once the Headmaster is in position, the Bursar will report to the Headmaster 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 China central office, offering guidance and help on marketing, HR, design and construction, IT, etc.

KEY RESPONSIBILITIES:

1. Creates and executes project master plan and revises the plan as appropriate to meet changing needs and requirements. The project master plan covers all aspects of the project, including:
 - Campus design and construction
 - Market research
 - Financial planning
 - Legal and license application



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- Government relations
 - Marketing and admissions
 - Organization planning and hiring
 - Purchasing and vendor management
2. While the Bursar is not directly responsible for all of the above tasks, he/she works with the Chair of the Executive Board to identify resources needed and assigns individual responsibilities to internal team members and external partners.
 3. Review deliverables on a weekly basis to ensure all aspects of the project are executed according to the plan. Compile monthly project progress report. Keep all project team well informed of progresses, challenges and support required.
 4. Manage day-to-day operations and people on the project.
 5. Ensure project documents are complete, current, and stored appropriately

JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree or above
	Major	Business Administration
	Language	Native speaker of Chinese and fluent in English
EXPERIENCE	Working Experience	Minimum of 10 years' experience in the field of business administration
	Management Experience	Successful and dynamic leader with 15+ years of relevant experience in operation and at least 7 years of people management experience
PREFERRED APTITUDES	<ul style="list-style-type: none">• Experience of start-up• Experience in leading multi-cultural partnership projects. Strong people skills, ability to work with people from different culture, industry and at different levels of seniority.• Passionate about quality and has an eye for details• Experience in schools is a plus	