



WELLINGTON COLLEGE
CHINA
惠灵顿中国

POSITION: Interpreter/Translator

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	Interpreter/Translator	DEPARTMENT	Admissions and Marketing
SUPERVISOR	Director of Admissions and Marketing		
SUBORDINATE	None		

OBJECTIVES

The Interpreter/Translator position is a key support role in the areas of communication, marketing and admissions. Working closely with the Director of Admissions and Marketing, the marketing & Admissions teams and senior leaders, the Interpreter/Translator must possess the skills to work effectively, time-sensitively and professionally at all times. Communications, including the production of print and digital media, translation of website content along with interpretation during marketing and admissions events and parent meetings will require autonomous practice and cohesive collaboration with the College team. The interpreter/translator will play a key role during the start-up phase of a Wellington College China School and therefore must be able to demonstrate flexibility and adaptability in the role.

The professional image and conduct of this person is crucial in emulating the ethos of Wellington College. Reporting to Director of Administrations and Marketing, the interpreter/translator must operate in a timely, determined and effective manner at all times. Autonomous, determined and professional behaviour will be key features of the post-holder's practice and these will be consistently demonstrated at all times. The post-holder must be able to communicate effectively with parents, team members and external agents involved in WCBS.



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KEY RESPONSIBILITIES:

1. Support the Director of Admissions and Marketing and senior leaders in the general interpretation with parents, visitors and staff as necessary
2. Undertake translation for website and other media. Oversee translation for other direct forms of communication, including emails, newsletters and digital strategies; e.g. WeChat
3. Support the Director of Admissions and Marketing along with admissions and marketing team with the interpretation during promotional events, translation of written materials and prospective parents
4. Liaise with the marketing team to provide translation support in the production of marketing materials and products
5. Demonstrate flexibility and co-operation in duties, ensuring that help is provided as required to all aspects of operations; especially during the start-up phase of the school
6. Actively participate in any related training held by the school.
7. Liaise with external agents as required
8. Provide administrative support including general communications, scheduling meetings, managing logistical details, reporting data, submitting receipts, and maintaining positive professional relationships with various departments and constituencies
9. Track and respond to enquiries, extensive and on-going phone, email, and in-person communication.
10. Provide ongoing support and guidance to prospective families throughout the admissions process. Assist families in the completion of their child's application for admission.
11. Ensure accuracy of the database management system that support the admissions office including scheduling, updating applicant files, and maintaining accurate data and information. This includes utilising ISAMs as the main database for tracking and reporting admissions data as required to the British Headmaster and School Affairs Committee.
12. Assist application records in accordance with all critical deadlines including



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application review and admission committee meetings

13. Coordinate, organize, schedule, manage, and communicate the logistics of weekly student visits, parent interviews, and tours for each division; train and learn how to conduct interviews and tours in the event Director of Admissions is unavailable
14. Engage in recruitment/retention conversations with prospective and current families
15. Communicate new student enrolment and related new student/family information to various internal stakeholders

JOB QUALIFICATIONS

BASIC QUALIFICATION	Education	Bachelor's degree or above
	Major	English Language Translation or related subject
	Language	Fluent written and spoken English, minimum CET8
EXPERIENCE	Working Experience	None
	Management Experience	None
EXPERTISE	<ul style="list-style-type: none">• Ability to deliver excellent service at all times;• Strong skills in Microsoft Office (Excel and PowerPoint)• Excellent communication skills with a diverse range of people and interpersonal skills• Ability to multi-task and prioritise• Ability to work to tight timelines	
PREFERRED APTITUDES	<ul style="list-style-type: none">• Demonstrating practice that represents the five core values of Wellington at all times (courage, integrity, kindness, respect and responsibility)• Excellent communication and interpersonal skills, proven ability to communicate effectively with different types of people and in cross-culture environment• Strong passion for the education industry• Strong track record of solving complex problems, strategic thinking and delivering significant impact.• Proven ability to work with metrics, numbers and trends, and develop recommendations for action based on the analysis.• Personal Integrity, accountability and credibility• Strong mind set for continuous improvement to meet or exceed expectations.	