



Administrator - Education & Training

Confident, outgoing office administrator required for our head office based in Marston, Oxford. This office based role is ideal for someone looking to develop within a fast-growing training business. Must be reliable, punctual, super organised able to work to deadlines and adapt to changing tasks easily. Applicants will need a good level of written and oral English. People skills, flexibility, positive, happy outlook are a must to ensure a good fit within our busy and dynamic team. We believe in teamwork and progression and will offer full training and guidance to ensure a flying start to the role.

Established in 1999, Ignite Sport UK's primary aim is to inspire people with sport, activity, and wellbeing, and to help create a sense of achievement for participants of all ages, backgrounds, and abilities. Based in Oxford and operating nationally, we provide a portfolio of training and services to individuals, schools and the sports industry. A registered training provider for sport & education qualifications, working in further education, apprenticeships, and adult education. We are listed on the register of apprenticeship training providers (RoATP) and hold a direct levy contract with the ESFA. We use a blended learning approach with a combination of on-the-job training, face-to-face training, and online e-portfolios.

Job type: Full-time (40 hours per wk)

Location: Marston, Oxford (OX3 0NQ)

Salary: £17,100 – 20,400

Key responsibilities:

Welcoming learners and visitors and tracking attendance where applicable

Coordinating meetings and appointments

Administration to support the education & training department

Management of department enquiry email inboxes

Maintaining office administrative systems

Maintaining accurate student files ensuring all enrolment data is correct and recorded

Management of student data

Assisting in the organisation of events relating to education & training

Attending meetings with note taking where applicable

Using a range of software packages (eg Microsoft365)

General office tasks

Benefits:

22 days holiday + bank holidays

Pension with employer contribution

Employee recognition - We reward excellence annually with staff awards, socials & incentive opportunities

Free childcare at Ignite Holiday Camp Settings

Childcare voucher tax saving scheme (to help towards the cost of childcare)

On-site parking at head office/central education hub

Annual employee wellbeing grant & perks

To apply:

Send a copy of your CV via email with an accompanying note telling us why you are perfect for this role to:
Louise Merritt l.merritt@ignitesportuk.com - Application deadline - Friday 18th March