



**Job title: Education & Training Administrator**

We are seeking an exceptional, innovative, and collaborative individual to join the Education and Apprenticeships team based at our head office based in Marston, Oxford.

The main functions of the role are to coordinate apprenticeship sign ups and enrolments, coordinate the quality and audit processes for apprentices, on-site learners and provide admin support for the apprenticeship and education team.

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 Office Based (35-40 hours per wk)

Location: Marston, Oxford (OX3 0NQ)

Salary: £23,000-£27,000 pro rata depending on experience

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**Key Responsibilities:**

Tracking attendance of all learners

Maintaining accurate student files ensuring all enrolment registration and onboarding information is correct and recorded

Frontline office support for learners

Enrolment of learners onto learner portals – Onefile, Equal, Microsoft Office and PICS

Coordinating meetings and taking minutes

Administration to support the education & training department

Main point of contact with external partnerships

Be GDPR compliant, maintaining Management of student data

Maintaining staff records and tracking of office staff admin

Support HR safer recruitment of staff

Adherence and compliance with all safeguarding Policies and Procedures.

To assist the Head of Education, Business Development Manger and MIS Data Manager with learner administration needs

Management of department enquiry email inboxes

Assisting in the organisation of events relating to education & training



**Essential requirements:**

Knowledge of the education and training sector (minimum of 1 year)

Experience of effective engagement with learners.

Experience of successfully having the ability to prioritise workload, meet deadlines.

Excellent literacy and numeracy skills.

Excellent organisational skills.

Knowledge of the use of information technology, including Microsoft Office and PICS

Energy and flexibility to work to busier deadline periods.

**Benefits:**

22 days holiday + bank holidays

Fully expensed mobile phone

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: Operations Director Louise Merritt: [l.merritt@ignitesportuk.com](mailto:l.merritt@ignitesportuk.com)  
(application deadline – September 20<sup>th</sup>)

**Please note – As part of our safer recruitment procedures, the successful candidate will undergo an enhanced DBS check and two verbal references will be gained ahead of start of employment.**

**NO AGENCIES PLEASE**