



Apprenticeship & Training Administrator

We are seeking an exceptional, innovative and collaborative individual with a **minimum of one year experience within education and/or training** 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 (35-40 hours per wk)

Location: Office based - Marston, Oxford (OX3 0NQ)

Salary: £25,000-£29,000 (40 hrs) depending on experience

Essential criteria:

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

Experience of on-boarding apprentices/learners using relevant systems including Onefile, Equal, Microsoft Office and PICS.

Experience of effective engagement and communication with learners.

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

Excellent literacy and numeracy skills.

Excellent organisational skills.

Key Responsibilities:

Tracking attendance of all learners

Enrolment, registration and onboarding of learners

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

Coordinating meetings and taking minutes

Maintaining accurate student files and data

Administration to support the education & training department



Main point of contact with external partnerships

GDRP compliancy, maintaining the 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 Manager and MIS Data Manager with administration

Management of department incoming calls and enquiry email inboxes

Assisting in the organisation of events relating to education & training

Benefits:

25 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

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: Monday October 24th)