

Job overview

Job title

Sport & Pupil Experience Administrator

Reports to

Head of Sport & Pupil Experience

Location

Artemis Drive, Tachbrook Park, Warwick (3 days in office)

Salary

£24,500 per annum (1-year fixed term, with potential to go permanent)

Full time, 35hr a week, Monday-Friday with occasional weekend work required

About IAPS

IAPS is a leading association representing world-class prep and junior schools in the UK and internationally. Our 650+ member schools are committed to delivering the highest standards of academic excellence, pastoral care and co-curricular opportunity for children aged 2–13.

IAPS supports its members through professional guidance, training and development, events, and sector representation. We champion the importance of a broad and balanced education, where pupils are encouraged to develop character, confidence and a love of learning.

Within IAPS, the Sport & Pupil Experience Team delivers an extensive programme of sports fixtures, arts initiatives and curriculum-focused events. These opportunities enable pupils to take part in enriching experiences beyond the classroom, celebrate achievements and connect with peers from other schools.

The team is small, collaborative and rapidly developing. It is led by the Head of Sport & Pupil Experience and includes a Manager and one Administrator. This new post will be the fourth member of the team and the second Administrator, working closely together to support the continued growth of the programme.

We are a friendly and committed organisation, working in partnership with our schools to ensure every child benefits from the very best educational start. Joining IAPS means contributing to a team that is passionate about supporting prep schools and enhancing opportunities for young people.

About the role

The Sport & Pupil Experience Administrator is a key member of the Sport & Pupil Experience Team, supporting the delivery of a well-established and wide-ranging Sport programme alongside a diverse and rapidly growing Pupil Experience programme of arts, curriculum and enrichment events for more than 650 member schools.

Our Pupil Experience programme brings together a wide range of curriculum opportunities, including national and regional events and competitions in areas such as art, esports, chess, debating and creative writing, as well as other curriculum-linked and enrichment activities. You will work closely with the Head of Sport & Pupil Experience, who leads on strategy, programme development and initial stakeholder conversations, taking responsibility for the day-to-day administration and operational delivery. This will include setting up events, managing entries, liaising with host schools, partners and judges, and ensuring a high-quality experience for pupils and staff.

The Sport programme delivers a substantial calendar of regional and national events and competitions for IAPS member schools across a variety of sports, involving large numbers of pupils and staff throughout the year. While the primary focus of this post is the Pupil Experience programme, the role will also provide support to the Sport programme by assisting with event logistics, managing entries and communicating with schools and venues to help ensure that competitions run smoothly and professionally.

We are looking for a proactive and highly organised individual, confident in managing complex event information and communicating clearly with schools and external partners. Strong attention to detail is essential. Occasional travel is required and the successful candidate must have access to a car.

What benefit we offer

IAPS offers a competitive benefits package including 25 days of annual leave, 13% of salary to the pension scheme, access to a health cashback plan, free parking, the Cycle to Work scheme and professional development opportunities.

Job description

Main duties and responsibilities

Event administration and delivery

- Provide administrative support to all arts, curriculum and enrichment events.
- Set up events in the CRM (Eventfolio), ensuring accurate information and timely publication.
- Liaise with host schools and participating schools to confirm logistics and provide clear guidance.
- Monitor event entries and manage amendments.
- Maintain detailed planning documents, timelines and checklists.
- Proactively track tasks and deadlines, escalating issues where necessary.
- Act as a key contact for schools.
- Prepare event documentation including risk assessments, contracts and insurance documents.
- Attend selected events to support delivery or act as an IAPS representative.
- Work with Marketing & Communications to promote events appropriately.
- Support occasional sport events, notably the National Swimming Finals.
- Work closely with the Head of Sport & Pupil Experience to help develop and launch new Pupil Experience events and initiatives.

Other duties

- Act as first point of contact for Pupil Experience queries.
- Maintain accurate CRM records and support data verification.
- Produce reports from CRM/Eventfolio as required.
- Prepare agendas, minutes and action logs for meetings.
- Develop and maintain strong relationships with school contacts.
- Undertake other duties appropriate to the role.

This role involves occasional weekend or evening work where time off will be given in lieu. A full driving licence and access to a car are essential for travel to events.

Person specification

About you

The ideal candidate will be highly organised, proactive and confident working independently, with strong attention to detail and the ability to track multiple deadlines and tasks. They will enjoy problem-solving, communicating with schools, and supporting the delivery of high-quality events across the arts, curriculum and sport strands.

Essential skills and experience

- Highly proactive, with strong initiative and independent problem-solving ability.
- Excellent attention to detail and accuracy in managing complex information.
- Strong organisational and planning skills with the ability to prioritise in a fast-paced environment.
- Excellent written and verbal communication skills.
- Confidence communicating with a diverse range of stakeholders.
- Competence with Microsoft Office, especially Excel, Word and Outlook.
- Ability to track tasks, deadlines and event requirements reliably.
- A team player with a positive, flexible approach.
- Access to a car and willingness to travel to support events.

Desirable skills and experience

- An interest in sport.
- Experience working in schools, education or membership organisations.
- Experience supporting arts, curriculum or enrichment events.
- Familiarity with CRM or event management systems such as Eventfolio.

How to apply

To apply for this role, please submit your CV and a covering letter (no more than 2 A4 pages) outlining your suitability and interest in the position. Applications should be sent by email to: competitions@iaps.uk

If you have any questions about the role or the application process, please contact:
Emily Nunan, Head of Sport & Pupil Experience – egn@iaps.uk

Application deadline: Friday 16 January, 11:59pm

We recognise that some candidates may be reluctant to apply if they do not meet every criterion. However, we are more interested in potential than a perfect match of skills or experience, and we believe that the right attitude is paramount.

Please note that we may begin reviewing applications and scheduling interviews in early January and reserve the right to close this vacancy early if we receive a high volume of strong applications. We therefore encourage early submission.

Interview information

Interviews are expected to take place in January. Interview dates will be confirmed following the application deadline (or earlier, where candidates are invited to interview before the closing date).

Candidates shortlisted for interview will receive full details in advance, including interview format, timings and any tasks required.

If you require any reasonable adjustments to take part in the interview process, please let us know when accepting your interview invitation.

Due to the anticipated number of applications, we are only able to provide feedback to candidates who reach the interview stage. If you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has not been successful.

Please note that applicants must have the right to work in the UK. Proof of eligibility to work will be required before employment is confirmed.

Data protection statement

Any personal data submitted as part of your application will be stored securely and used solely for the purposes of the recruitment process. If appointed, your data will be retained for the duration of your employment and in line with statutory retention periods thereafter. IAPS will process your data in accordance with data protection legislation and our organisational privacy policy.