



Events Administrator - Job Description

Overview

Job Title	Events Administrator
Location / hybrid working	Leamington Spa HQ (3 days office + home/event delivery)
Reporting to	Head of Professional Development
Salary	c. £24,000 per annum + benefits
Contract & Hours	Permanent, full time, 35 hours per week
Working pattern	Monday to Friday, with evening/weekend work required (time off in lieu)
Travel requirements	Travel to events; full driving licence and access to a car 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 and staff are encouraged to develop character, confidence and a love of learning.

The Professional Development team plays a central role in supporting schools by delivering a diverse portfolio of training opportunities for teachers, leaders and support staff. These events are designed to share best practice, develop professional expertise and strengthen the sector community. We provide a high-quality programme of professional learning and development through conferences, courses and events delivered both online and in person.

We are a friendly and committed association, working in partnership with our schools to ensure every member benefits from high-quality support and development. Joining IAPS means contributing to a team that is passionate about supporting prep schools and enhancing professional learning opportunities.

About the Role

The **Events Administrator** is a key member of the Professional Development Team, providing administrative and operational support across a fast-paced programme of courses, conferences and events. This programme supports more than 600 member schools across the UK and internationally.



Working closely with the Head of Professional Development and the wider team, the postholder will coordinate the day-to-day administration of events. This includes setting up events on the booking platform and CRM system, managing bookings and delegate data, maintaining planning trackers and documentation, liaising with speakers, venues and stakeholders, and supporting event delivery both before and on the day, this can be both online and in person.

The role is central to ensuring events are well organised, professionally delivered and continuously improved. You will take ownership of key administrative processes, using your initiative to solve problems, manage competing priorities and respond confidently to queries or challenges. You will also support reporting, data accuracy and operational coordination, acting as a key point of contact for delegates, venues and speakers.

The Professional Development programme includes a wide range of in-person and online courses, conferences and webinars, covering leadership, teaching and operational areas across member schools. The Events Administrator will help ensure these events run smoothly and deliver a high-quality experience for all participants.

The role is primarily office-based, with responsibility for coordinating and supporting events remotely alongside the wider team. While many events are delivered in partnership with school venues and external hired venues, the postholder will play an important role in ensuring events are well organised, clearly communicated and effectively supported both before and after delivery.

The postholder will attend a number of events throughout the year to represent IAPS and support delivery on the day. This may involve working independently, building relationships with speakers and delegates, and contributing in a practical, hands-on way to ensure events run smoothly. During busier periods, there will be opportunities to support larger events delivered directly by IAPS.

The role would suit someone who enjoys being organised and detail-focused, but who is also confident, proactive and willing to get involved, with a good understanding of what makes events successful in practice. You will gain a strong understanding of event delivery from both a planning and operational perspective, contributing to a high-quality experience for delegates.

Job Description

Event Administration

- Coordinate and administer a portfolio of professional development courses and events from setup through to completion
- Set up and manage events within the CRM and online booking systems, ensuring accurate information and timely publication
- Monitor bookings, manage delegate data and maintain accurate and up-to-date records
- Prepare, collate and distribute event documentation such as joining instructions, programmes and supporting materials



- Create and maintain planning trackers, timelines and checklists to support the smooth delivery of multiple concurrent events
- Ensure all event communications are clear, timely and aligned with organisational standards
- Support the preparation of reports and data analysis from systems, as required
- Maintain high standards of data accuracy and compliance across all systems

Communication

- Act as a key point of contact for delegates, speakers and stakeholders, responding to queries promptly and professionally
- Support the Marketing & Communications team with the design and production of event programmes and liaise over social media activity for event promotion
- Liaise with speakers to confirm arrangements, requirements and event logistics
- Build and maintain positive working relationships with internal teams including Marketing & Communications and Finance
- Ensure all stakeholders are well informed and supported throughout the event lifecycle

Event Delivery and Attendance

- Support the delivery of online events using Microsoft Teams software
- Attend in-person events across the UK to provide on-the-day administrative and operational support
- Assist with delegate registration, logistics coordination and troubleshooting during events
- Contribute to ensuring events run smoothly and provide a high-quality delegate experience
- Be willing to work flexibly, including evenings and weekends where required

Other Duties

- Maintain CRM data integrity and support ongoing data quality checks
- Support internal processes, including finance tracking and post-event evaluation where required
- Collaborate with colleagues across departments to support wider organisational initiatives
- Undertake additional duties appropriate to the role and level of responsibility

Person Specification

Overview

The ideal candidate will be organised, proactive and detail-focused, with strong communication skills and a positive approach to teamwork. They will be confident managing a varied workload and supporting the delivery of multiple events in a fast-paced environment.



Skills and Experience

Essential

- Friendly, confident and professional approach
- Excellent written and verbal communication skills
- Strong organisational and time management skills, with the ability to prioritise effectively
- High level of attention to detail and accuracy
- Ability to work independently and as part of a team, both in office and remotely
- Self-motivated with good initiative
- Willingness to work flexibly to support events, including outside normal working hours
- Full UK driving licence and access to a car, with willingness to travel

Desirable

- Experience using Microsoft Office applications
- Experience using Microsoft Teams or similar platforms for online events
- Experience of using Canva
- Experience in event administration or coordination
- Experience building and maintaining stakeholder relationships