

## Overview

<b>Job title</b>	Sport and Pupil Experience Coordinator
<b>Location / hybrid working</b>	Artemis Drive, Tachbrook Park, Warwick (3 days in office)
<b>Reporting to</b>	Head of Sport and Pupil Experience
<b>Salary</b>	£25,000 – 27,000 per annum (dependent on experience)
<b>Contract &amp; Hours</b>	Permanent, Full time, 35hr a week
<b>Working pattern</b>	Monday to Friday, with evening/weekend work required (time off in lieu)
<b>Travel requirements</b>	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 are encouraged to develop character, confidence and a love of learning.

Within IAPS, the Sport and 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.

We are a friendly and committed association, 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 and Pupil Experience Coordinator is a key member of the Sport and Pupil Experience Team, providing administrative and operational support across two fast-paced programmes: a wide-ranging Sport calendar and a growing Pupil Experience programme of arts, curriculum and enrichment events. Together, these programmes support more than 650 member schools across the UK and internationally.

Working closely with the Head of Sport and Pupil Experience and the Sport and Pupil Experience Manager, the postholder will coordinate the day-to-day administration of events. This includes setting up events on the booking platform and CRM system, managing entries and bookings, maintaining planning trackers and documentation, liaising with schools, venues and partners, and supporting event delivery both before and on the day.

The role is central to ensuring events are well organised, professionally delivered and continuously improved. You will take ownership of key elements of delivery, using your initiative to solve problems, manage competing priorities and respond confidently to queries or challenges. You will also support budget tracking, reporting and data accuracy, and act as a key point of contact for schools.

The Pupil Experience programme includes national and regional competitions and events in areas such as art, esports, chess, debating and creative writing, alongside broader curriculum-linked and enrichment activity. The Sport programme delivers a substantial calendar of regional and national competitions across a variety of sports.

The role is primarily office-based, with responsibility for coordinating and supporting events remotely alongside the wider team. While much of the programme is delivered in partnership with host schools, 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 host schools and contributing in a practical, hands-on way to ensure events run smoothly. During busier periods, particularly in the summer term, there will be opportunities to support 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 on-the-ground perspective, contributing to a high-quality experience for schools and pupils.

## Job description

### Event administration

- Create, monitor and progress event timetables and plans to ensure timely decision making and delivery of excellent events for members.
- Using the event template for event delivery, ensure events and competitions are planned and delivered effectively and efficiently.
- Ensure entries are received and processed in good time, ensuring sufficient time is allowed for all pre-event draws/seeding etc. to take place and information to be published.
- Produce and collate event documentation e.g. draws, programmes, contracts, risk assessments etc.
- Timely preparation and publication of all event information.
- Set up events in the CRM (Eventfolio), ensuring accurate information, clear event details and timely publication.
- Liaise with host schools, venues and participating schools to confirm logistics and provide clear guidance, joining information and key deadlines.
- Maintain detailed planning documents, timelines and checklists for multiple events running concurrently.
- Act as a key contact for schools, responding to queries promptly.
- Continually review the quality of the event and the student experience by planning and delivering improvements.
- Ensure the accurate preparation and oversight of event budgets.
- Work with Marketing and Sponsorship Department to assist sponsor and marketing activity.
- Work closely with the Head of Sport and Pupil Experience and the Sport and Pupil Experience Manager to support programme planning and to help develop and launch new initiatives across both strands.

### Event delivery and attendance

- Attend events as an IAPS representative, supporting the host with event delivery.
- Support the Head of and Sport Event Manager with IAPS led events.
- Recruit and manage volunteers at events.

### Other duties

- Act as a first point of contact for Sport and Pupil Experience queries, triaging requests and ensuring timely follow-up.
- Maintain accurate CRM records and support data verification and quality checks.

- Produce reports from CRM/Eventfolio as required, including basic data manipulation where needed.
- Prepare agendas, minutes and action logs for meetings; track actions to completion.
- Develop and maintain strong relationships with school contacts and relevant external stakeholders.
- Undertake other duties appropriate to the role.

## Person specification

The ideal candidate will be highly organised, proactive and confident working independently, with strong attention to detail and the ability to manage multiple deadlines and competing priorities. They will enjoy problem-solving, communicating with schools and stakeholders and supporting the delivery of high-quality events, with a strong focus on customer service.

### Qualification

Candidates will either have 1-2 years' relevant administrative or events experience **or** be educated to degree level (or equivalent).

### Skills and experience

#### Essential:

- Highly proactive, with strong initiative and independent problem-solving ability.
- Excellent attention to detail and accuracy in managing complex information.
- Strong organisational, planning and time management skills.
- The ability to prioritise in a fast-paced environment.
- Strong administrative capability.
- Excellent written and verbal communication skills.
- A customer-focused approach.
- Confidence communicating with a diverse range of stakeholders (schools, venues and external partners).
- Experience supporting event delivery.
- Competence with Microsoft Office, especially Excel, Word and Outlook.
- Ability to work effectively as part of a team, with a positive and flexible approach.
- Interest in sport and/or co-curricular provision for children.
- Access to a car and willingness to travel to support events (including evenings/weekends).

**Desirable:**

- Experience using Canva or similar design tools to produce creative materials such as event programmes, posters and certificates.
- Confidence with public speaking, e.g. delivering briefings, announcements or prizegivings at events.
- Experience working with schools, education settings or membership based organisations.
- Confidence working with data, including producing reports and undertaking basic data handling and manipulation.

We welcome applications from candidates who may not meet every criteria. We are looking for potential and the right attitude, and we will provide training and development for the right person.

Applicants must have the right to work in the UK. Proof of eligibility will be required before employment is confirmed.

## 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.

## How to apply

Please email your CV and a covering letter (maximum two A4 pages, but do not worry if it is shorter) outlining your interest and suitability for the role to: [egn@iaps.uk](mailto:egn@iaps.uk)

**Closing date:** 28<sup>th</sup> May 2026, 11:59pm.

**Interview date:** week commencing 15<sup>th</sup> June 2026.

If you have any questions about the role or the application process, please contact **Emily Nunan, Head of Sport and Pupil Experience**, at [egn@iaps.uk](mailto:egn@iaps.uk).

If you do not hear from us within two weeks of the application deadline, please assume that your application has not been successful on this occasion. We appreciate the time taken to apply; however, due to the volume of applications received, we are unable to provide feedback to those who are not shortlisted.

## **Data protection**

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.