

UPPINGHAM

Role Description

Job Title: **Apprentice Training Coordinator (Level 3-5)**

Job context

Uppingham School, founded in 1584, is a leading co-educational independent boarding school which runs 24/7 in term-time. It has a strong academic profile and excellent pastoral care with an international reputation, and state-of-the-art science, sports and music facilities. Its c. 800 pupils, aged 11-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, HR, IT, operations (catering, cleaning, and procurement), health and safety, and the School's trading subsidiary. The School employs c. 550 staff.

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

Job purpose

To begin a rewarding career in People and Culture through combining on-the-job experience, mentoring and support with formal training, leading to a nationally recognised qualification. To provide structured and high-quality coordination (and some delivery of training) across the School, ensuring that all learning activity is well-planned, consistently delivered, accurately recorded, and aligned to organisational priorities.

This role combines hands-on training delivery, operational coordination, and system-based tracking (via LMS/HRIS), ensuring that training activity is visible, measurable, and professionally executed.

Responsibilities

Training Planning & Calendar Management

- Own and manage the School's central training calendar, ensuring all activity is planned and visible
- Schedule sessions, book venues, and coordinate required resources
- Manage invitations, attendance lists, and communications to participants
- Work with departments to ensure training needs are captured and scheduled appropriately
- Ensure training delivery aligns with key organisational cycles (e.g. onboarding, compliance cycles)
- Build strong relationships with internal and external training providers

Training Delivery & Facilitation

- Support the delivery of training sessions
- Provide assistance with the design and preparation of training materials, including presentations, handouts, and resources to ensure consistency
- Be the first point of contact for welcome and induction/onboarding training

Training Systems & Data Management (HRIS-Focused)

- Maintain accurate training records
- Track and monitor mandatory and role-specific training completion
- Produce reports on attendance, completion rates, and outstanding training requirements
- Support the development of system-based training workflows and tracking processes
- Ensure data accuracy through regular checks, reconciliations, and updates
- Contribute to improving how training data is captured, reported, and used

UPPINGHAM

Stakeholder Coordination

- Act as a central point of coordination for training activity across the School
- Liaise with internal stakeholders (academic CPD lead, department leads, managers) to organise training delivery
- Coordinate with external providers where required
- Ensure clear and timely communication with all participants and stakeholders
- Support departments in understanding their training obligations and schedules

Administration & Operational Delivery

- Manage all training-related administration with a high level of accuracy and organisation
- Track attendance, manage registers, and ensure records are complete
- Collect and collate feedback from training sessions
- Support the evaluation of training effectiveness and continuous improvement
- Ensure all processes are delivered consistently and in line with agreed standards

Process & Continuous Improvement

- Support the development and documentation of standardised training processes and procedures
- Identify opportunities to improve efficiency (e.g. streamlining scheduling, improving communications, reducing manual processes)
- Contribute to building a structured, scalable training function
- Support wider People projects relating to learning and development

Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time. Colleagues are required to comply with all of Uppingham School's Health, Safety and Environmental policies.

UPPINGHAM

Terms and Conditions

Start date	ASAP
Department	People and Culture
Contract type	Apprenticeship
Reporting to	Head of People Operations
Hours of work	35 hours per week, Monday to Friday, 9am-5pm
Salary	National Apprentice Minimum Wage
Annual leave	30 days plus Bank Holidays
Benefits	<ul style="list-style-type: none">• Free Westfield Healthcare• Free membership of dual-use Sports Centre (£25 annual joining fee)• Free staff lunches in term-time• School fee discount for children of Uppingham staff (pro-rated for part-time staff)• Retail, gym, supermarket, cinema and restaurant discounts• Cycle to work scheme• Employee Assistance Programme• Occupational Health Services• Free annual flu jabs• Recognised as a “Disability Confident” employer• Recognised as a “Mindful” employer• Favourable rates and terms with local nursery• Complimentary staff ticket to selected School performances• Discount at local coffee shop for Uppingham staff

UPPINGHAM

Essential and Desirable Criteria

	Essential	Desirable
Person specification		
Confident communicator, able to present to and engage small groups	✓	
Strong organisational skills and ability to manage multiple concurrent activities	✓	
Comfortable coordinating across multiple stakeholders and priorities	✓	
Strong IT skills (PowerPoint, Excel, systems/databases)	✓	
High attention to detail, particularly in tracking and administration	✓	
Interest in learning & development, teaching, or coaching		✓
Experience delivering presentations or facilitating sessions		✓
Experience coordinating events, training, or programmes		✓
Familiarity with HRIS, LMS, or training management systems		✓
Personal Attributes		
Confident, engaging, and professional in delivery	✓	
Proactive and highly organised	✓	
Reliable and consistent in operational delivery	✓	
Strong ownership of tasks and outcomes	✓	
Positive, customer-focused approach to supporting staff development	✓	

Success Measures (First 6–12 Months)

- Delivers training sessions confidently and consistently to a high standard
- Maintains an accurate and well-managed training calendar
- Ensures training records in HRIS are complete and reliable
- Provides clear and timely coordination across stakeholders
- Contributes to improvements in training processes and efficiency

UPPINGHAM

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and always ensure compliance with the School's Safeguarding (Child Protection) Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the headmaster.

How to apply

To apply, please visit our employment opportunities page online <https://www.uppingham.co.uk/about/employment-opportunities>. You will be taken to our recruitment portal, My New Term, where you will need to follow and complete the application details.

If you have any queries regarding this role or require support with your application, please contact the People Team at recruitment@uppingham.co.uk

Application closing date

The deadline for the post is: **31 July 2026**.

Please note we will be interviewing for this position on a rolling basis and we reserve the right to close this vacancy early once we have received an adequate number of applications therefore, we encourage early submissions.

Shortlisting

Unfortunately, due to the volume of applications we are unable to acknowledge all applications. Therefore, if you have not heard from us within 21 days of the closing date, then please assume your application has been unsuccessful on this occasion.