

Student Services Assistant

Hours of Work: 07:30 – 16:00 Monday to Friday

Salary: In the range of £25-£27K, depending on experience

Location: Sunninghill, near Ascot, Berkshire

Start Date: As Soon as Possible

Do you enjoy being the centre of activity? We are seeking the person who will be the centre of our Senior School life, supporting pupils, parents, staff and visitors with warmth and professionalism. You will act as a welcoming first point of contact for all, liaising with teaching staff to ensure smooth day-to-day operations. So, terrific people skills are as important in this role as organisational and administrative skills.

The successful candidate will manage communications, maintain accurate data records, assist with pupil attendance and medical documentation, provide first aid support and help coordinate school events. The role is multi-faceted and operates as part of our central Business Team.

The Marist School employs around 150 members of staff and we are proud to be a diverse community that fosters a family spirit. The School is a leading independent Catholic day school for girls aged 2 to 18 and boys aged 2 to 7. We have a values-led culture within a calm setting rooted in kindness, service, and a strong moral code, through which we deliver exceptional academic fire power.

At The Marist, our girls reach for the stars, but with their feet firmly on the ground. Rooted in humility and quiet confidence, pupils are supported by high-calibre staff who provide academic challenge, develop each girl's unique strengths, and prepare them to be anything they choose - trailblazers, changemakers, and good citizens.

If you would like to contribute to our mission, please apply here:

<https://www.themarist.com/our-school/career-opportunities/>

Closing Date: 15 March 2026

Applications will be considered as they arrive which may extend to interviewing candidates of interest before the closing date. Therefore, all candidates are advised to submit their application as soon as possible, because this opportunity may be withdrawn at any time.

The Marist School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). All posts at The Marist are subject to satisfactory statutory employment checks and referencing.

Right to work: The successful candidate will be eligible to work in the UK or have leave to remain in the UK and associated right to work for the duration of their employment with the School, in accordance with the Immigration, Asylum and Nationality Act 2006. The School does not sponsor employees needing a visa to work in the UK.

