



## **Learning Resources Centre Manager** **Part-Time, Permanent**

**Required for: September 2026**

Are you motivated to create and develop a school-wide reading culture through effective promotion of reading programmes, initiative and events? The Marist School seeks a creative and motivated Learning Resources Centre Manager. The school's Learning Centre provides a flexible hub at the heart of the school that supports creativity, collaboration, learning and discussion. As well as helping to manage a range of quality reading material, to reflect the diverse needs, ethos and interests of the school community this role will be responsible for the LRC facility – its security, health and safety issues and maintenance – in conjunction with other service or staff where necessary

Set in beautiful woodlands in the village of Sunninghill, near Ascot, The Marist School is a leading independent Catholic day school for girls aged 2 to 18. The Marist employs over 150 members of staff and we are proud to be a diverse community that fosters a family spirit across the school. Staff at The Marist School are part of a warm and welcoming community that is at the heart of the school. Our students are academically able, polite and eager to learn, making The Marist a truly outstanding place to work. The school boasts an extensive co-curricular programme, featuring over 100 clubs each week. Our staff enjoy a generous pension scheme, allocated on-site parking, free school meals and access to fitness facilities.

Prospective candidates are invited to contact Bea Simmons, Deputy Head: for an informal conversation about the role: [bsimmons@themarist.com](mailto:bsimmons@themarist.com)

Application information and all forms to complete are available from the school website: <https://www.themarist.com/our-school/career-opportunities/> or contact us directly at The Marist School, Kings Road, Sunninghill, Ascot, Berkshire SL5 7PS, Tel: 01344 624291.

**Your application and forms should be submitted directly to the school via [hr@themarist.com](mailto:hr@themarist.com)**

Applications for this role will be reviewed in the order in which they are received. Suitable candidates may be interviewed before the closing date, and The Marist School reserves the right to withdraw the position if an early appointment is made. Early application is therefore strongly advised.

*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.*