

Operations Assistant

Hours of Work: Full Time

Salary: IRO £27-£32K commensurate with experience

Location: Sunninghill, near Ascot, Berkshire

Our ever-busy Operations Team is seeking a new member. If you are a dynamic administrator who would thrive in the energetic culture of our School, we would love to hear from you. Experience is not as important as your other qualities listed in the Person Specification.

The role reports to the Director of Operations and is varied every day. A strong aptitude for technology is a must, as the School continues its strategic direction of harnessing the efficiencies of management platforms.

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.

Staff at The Marist are part of a warm and welcoming community that are at the heart of the school. In return our staff enjoy a generous pension scheme, allocated on-site parking, free school meals and access to fitness facilities.

If you would like to contribute to supporting this community, please apply here:

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

Closing Date: 4th January 2026

Start Date: Mid-February 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Therefore, all candidates are advised to submit their application as soon as possible, because this opportunity may be withdrawn at any time.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. 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 including references.