

Marketing and Admissions Officer

Hours of Work: Full Time, All Year Round, Permanent

Salary: IRO £25k -£30k

Location: Sunninghill, near Ascot, Berkshire

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 ½ to 18.

The School employs around 150 members of staff and we are proud to be a diverse community that fosters a family spirit across the school. Judged as 'Excellent' in all areas by the Independent School's Inspectorate (2024), we are looking to appoint a Marketing and Admissions Officer to drive our vision forwards.

This is an exciting opportunity to join the dynamic Admissions & Marketing Department within the school's Business Team. You will implement creative, innovative, and far-reaching campaigns with the goal of successful recruitment and retention to support the development of the school.

Responsible for supporting the implementation of the School's Marketing Strategy, as part of the Recruitment and Development Department, including innovative recruitment campaigns, publications, events, and the day-to-day marketing activity of The Marist School.

You will liaise with the Admissions team in implementing successful recruitment and retention activities and campaigns that support the growth and development of the school as well as providing exceptional support and guidance to families throughout the admissions journey.

Further information on the role, including an application form, is available from the school website: <https://www.themarist.com/our-school/career-opportunities/>

Closing Date: Friday 8th of August 2025 at 9am

Interview Date: Wednesday 13th of August 2025

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Therefore, all candidates are advised to submit their application as soon as possible, because this opportunity may be withdrawn at any time.

Right to work: Please note that it will not be possible for the School to issue a Certificate of Sponsorship to the successful candidate for this position. Therefore, the appointable candidate will need to 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 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.