



Head of Admissions, Senior Registrar

Full Time, Permanent role

Required for: September 2026 or Earlier

We are seeking an outstanding Head of Admissions to play a key role in shaping the future of The Marist school community. Working closely with the Principal and the Head of Operations as well as alongside other key members of staff, the successful candidate will promote the Vision, Aims and Ethos of the Marist School to prospective parent and pupils. They will be responsible for overseeing the whole admissions process, ensuring a seamless, professional, welcoming and supportive journey, building an excellent rapport with prospective parents. They will be the main contact for parents throughout the Admissions journey. In addition, the Head of Admissions will ensure effective line management of the wider Admission team's efforts and foster positive relationships with colleagues and all external stakeholders. They will work closely with the Marketing team to help inform branding and marketing decisions to best attract and retain pupils to the Marist School.

The successful candidate will be a strategic and analytical thinker with comparable experience working within a values-led organisation. Although this role would also seek those holding leadership roles in teaching too. They will bring energy, enthusiasm, positivity and the ability to thrive in a fast-paced work environment. As a natural relationship builder, they will be diplomatic, patient, an excellent listener and communicator, and above all, deeply committed to delivering an exceptional and personalised admissions experience for our prospective families.

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 130 members of staff and we are proud to be a diverse community that fosters a family spirit across the school.

Prospective candidates are invited to contact The Principal's PA, Lorraine Gibson-Barton on Lgibson-barton@themarist.com.

Application information is 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.

Completed application forms should be submitted by 9am 1st June. Interviews are expected to take place the following week 8th June 2026.

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.

Feet on the ground. Reaching for the stars.