

## **Operations Administrator**

**Hours of Work:** 08:30 – 17:00 Monday to Friday

**Salary:** In the range of £24.5-£27K, depending on experience

**Location:** Sunninghill, near Ascot, Berkshire

**Start Date:** 10/08/2026

Do you enjoy variety in your day? We are seeking the person who will embrace the opportunity to support all the various operational functions of a busy school, working closely with both teaching and support staff to facilitate the smooth running of everything from school events to contractor management. So, terrific people skills are as important in this role as organisational and administrative skills. Our new Operations Administrator will be very comfortable with technology, adopting new platforms with ease.

The successful candidate will provide administrative support for diverse senior roles as well as being the liaison between key stakeholders to ensure the school calendar, including events, run smoothly. 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:** 28<sup>th</sup> June 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Therefore, all candidates are advised to submit their application as soon as possible, because this opportunity may be withdrawn at any time.***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.

