



Redborne Upper School

RECRUITMENT PACK
ADMINISTRATION ASSISTANT –
SIXTH FORM
SEPTEMBER 2026



Aspiration • Responsibility • Respect



HEADTEACHER'S WELCOME

Thank you for your interest in Redborne Upper School and Community College.

Redborne is a vibrant and ambitious age 13-18 upper school, including a thriving sixth form of around 400 students, located in the heart of Ampthill, Bedfordshire. As a large academy with over 1,600 students on roll, we are proud to serve our community by providing high-quality education that combines strong academic achievement with outstanding personal development.



Our school is built on values of inclusion, respect and aspiration. We aim to foster a learning environment where all students feel supported to reach their full potential, both in and beyond the classroom. As a designated training school, we are deeply committed to the development of teaching and learning. This not only benefits our students, but also creates a culture of continuous professional growth for our staff.

Redborne is a unique place to work, not least because of our on-site working farm, which enriches the curriculum and offers students the chance to gain practical qualifications in agriculture. It reflects our wider belief that education should be broad, balanced, and rooted in real-life experiences.

In our most recent Ofsted inspection (July 2024), Redborne was judged to be a 'Good' school. We are proud of this outcome and remain focused on further developing the quality of our provision, especially in pursuit of excellence for every student.

If you share our commitment to high standards, professional development, and inclusive education, we would be delighted to receive your application.

Olly Button

Headteacher



OUR VISION

Our Vision

At Redborne, we are committed to becoming one of the best schools in the country. In order to help us achieve this goal, we will:

- Have outstanding behaviour based upon positive relationships.
- Ensure that all our students enjoy learning from teachers who love teaching.
- Ensure that everyone achieves their full potential.

Staff and students work together towards realising our vision, by linking everything we do to one of our three core values, 'Aspiration', 'Responsibility', and 'Respect'. Every aspect of a student's Redborne experience is aimed at promoting these:

Aspiration

For everyone to achieve.
For everyone to participate.
For everyone to be the best they can be.
For everyone's future.

Responsibility

For our behaviour / actions.
For our commitment to learning.
In our (wider) community.

Respect

For and between everyone.
For others' views / beliefs.
For the school building and environment.

OFSTED SAYS

"Pupils behave well around the school and during lessons. They are polite and courteous to adults. There are positive relationships between staff and pupils."



OUR CAMPUS

Redborne, a 13-18 Upper School since the early 1970s, is ideally placed to provide community education in the area. Redborne serves Ampthill, Flitwick, Maulden and other neighbouring villages.

The school is spread over 40 acres of attractive grounds, with a wide variety of trees, shrubs, flower beds and rock gardens. There are rugby, football, rounders and cricket pitches, netball and tennis courts, as well as an athletics track in the summer.

In addition, there is a floodlit all weather sports area with an adjoining pavilion, as well as a recently refurbished floodlit 3G football pitch. The school also has its own farm, used to deliver both livestock and horticulture courses - an invaluable learning resource for students.

We cannot describe all aspects of such a large and active school and we therefore offer an invitation to visit us and find out more. Please contact us for an appointment:

Telephone: (01525) 404462

Website: www.redborne.com

Email: admin@redborne.com



ADMINISTRATION ASSISTANT – SIXTH FORM

- Start Date: September 2026
- Contract: Full-time (20 hours/week, term-time only + 5 training days) There is some flexibility on the hours but it is a Monday – Friday role.
- Salary: Level 2D (Point 4–6)
- Actual Salary Range: £11,592.00 – £11,962.00 (dependent on experience)

Are you organised, great with people and looking for a rewarding role where you can make a difference every day?

We are looking for an enthusiastic, empathetic and highly organised Administrative Assistant to join our Sixth Form team. If you love variety, have good IT skills, and enjoy working around children and young people, this is the perfect role for you.

About the Role

This is a varied and exciting role working with our Sixth Form team.

- Providing administrative support to the Sixth Form team
- Helping to manage the Sixth Form email inbox, routing queries from parents, staff, and external agencies to the correct team members.
- Providing administrative support for the university application process.
- Preparing documentation and coordinating Induction Days, Open Evenings, and Parent Consultation evenings as required.

Who We're Looking For

We welcome applications from those who are:

- Experienced school staff ready for a new challenge.
- Excellent communication skills and a patient, positive attitude.
- Strong IT skills.
- Good organisation skills and attention to detail.
- A commitment to safeguarding and the wellbeing of children.
- Someone who can build strong working relationships with staff and contractors



What We Offer

- A supportive and inspiring team environment
- Outstanding professional development opportunities.
- The opportunity to be part of a school community that values every member of staff
- Work in a school committed to continuous improvement and excellence
- Make a meaningful impact on the lives of young people
- Join a team that values inclusion, development, and wellbeing
- Membership of the Local Government Pension Scheme.
- Access to employee wellbeing support.

Working Hours

20 hours per week Term Time Only plus 5 training days

Monday – Friday: 10.00am – 2.00pm

If you are passionate about education, eager to develop your skills, and ready to make a real impact — we would love to hear from you!

Visits to the school are welcome by appointment.

Apply now and take the next step in your education career journey!

Closing Date: Wednesday 8th July 2026

We reserve the right to close the application process early.

Interview Date: TBA



JOB DESCRIPTION

Job title: Administration Assistant – Sixth Form
Hours: 20 hours per week Term Time Only plus 5 training days
Monday – Friday 10am – 2pm (negotiable)

Responsible to: Headteacher

Line manager: Head of Sixth Form

Job purpose: To manage the administrative functions within the Sixth Form

MAIN DUTIES AND RESPONSIBILITIES

- To provide administrative support to the Sixth Form team, including typing, managing data using spreadsheets, producing student letters, taking minutes, photocopying, taking answerphone messages, making and receiving telephone calls and making diary appointments.
- To help manage the Sixth Form email inbox, routing queries from parents, staff, and external agencies to the correct team members.
- To deal with general enquiries from visitors, parents, etc.
- To provide support and guidance on Sixth Form processes, expectations, and routines (including application and admissions), signposting families to relevant staff where appropriate.
- To maintain a central record of students' subject choices and process changes to timetables.
- To provide administrative support for the university application process.
- To prepare documentation and coordinate Induction Days, Open Evenings, and Parent Consultation evenings as required.
- To provide administrative support for bursary fund applications and transport passes, ensuring confidential documentation is handled with care.
- To coordinate logistics for Sixth Form events, such as parents' evenings, university open day trips, and careers fairs.
- To provide pastoral support, where necessary, to the sixth form team for students experiencing minor distress, anxiety, or logistical issues, escalating serious safeguarding or pastoral concerns to the Head of Year or DSL where appropriate.

OTHER DUTIES AND RESPONSIBILITIES:

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.



3. The post holder must at all times carry out his/her job responsibilities with due regard to Equal Opportunities'.
4. To undertake any other duties of a similar level and responsibility as may be required.



PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Education & Qualifications	
Education to GCSE standard with a minimum of 5 passes at GCSE (9 - 4 including English and Maths or equivalent qualifications).	
Experience	
Previous experience of administration work	Experience of working in an educational setting
Experience of undertaking a range of administrative tasks	Experience of working with BROMCOM
Skills / Knowledge / Aptitude	
<p>IT literate – competent in Microsoft and Google packages</p> <p>Good organisational skills</p> <p>Ability to solve problems on a day to day basis</p> <p>Ability to work with minimal supervision and to act on own initiative</p> <p>Ability to work collaboratively with others</p> <p>Ability to cope with conflicting demands, deadlines and interruptions.</p> <p>Empathy with children and young people</p>	
Personal Qualities	
<p>Good interpersonal skills</p> <p>Able to show initiative and be self-organising</p> <p>Able to work without close direction</p> <p>Well organised and possess logical planning skills</p> <p>Good attention to detail</p> <p>Able to work under pressure</p> <p>Able to work independently and as part of a team</p> <p>A commitment to quality and continuous improvement</p> <p>Able to maintain confidentiality</p> <p>Willingness to be flexible</p>	



Commitment to equality principles	
Communication Skills	
Able to communicate effectively verbally and in writing	Competence in communicating using ICT (e.g. Microsoft Office or Google documents)
Other	
Willingness to undertake further work-related training Ability and willingness to attend evening meetings Fluent in the English language in accordance with the Immigration Act 2016	Holds a First Aid certificate

All offers of employment are "conditional" until Disclosure and Barring and qualification checks have been successfully completed and satisfactory references have been received. Redborne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



STAFF WELLBEING CHARTER



Comprehensive new staff induction programme throughout your first year, plus a mentor for all new teaching staff and dedicated meeting time.



Enhanced PPA time for all teaching staff and a generous timetable allowance for form tutors to effectively carry out their pastoral role.



Complimentary tea, coffee and milk in all staffrooms.



Well published deadlines and annual calendar consultation.



Reports are produced in a timely manner so they reflect current progress with no lengthy written comments.



Commitment to exemplary student behaviour and punctuality, including centralised behaviour systems.



Clear protocol for emails and a communication policy which protects time outside school.



An attractive school environment; open green spaces, commitment to reducing litter and our wonderful school farm.



Staff social sessions in the calendar each term plus regular sporting sessions on site. On site fitness suite with free use for all staff.



Regular twilight CPD sessions and a range of professional learning opportunities



Staff Wellbeing and Workload Coordinator guides and develops policies.



SLT Open Door Policy, including urgent communication outside school hours when required.



Developmental approach to lesson observations and professional performance reviews.



Mini-half term (long weekend) during the autumn term, calendar permitting.



Virtual parent consultation evenings with a flexible finish (8 pm latest).



Complimentary Christmas lunch and summer BBQ for all staff.



Maximum of three data collection points per year (per year group)



Staff Wellbeing Committee for both teaching and support staff.



Innovative approach to staffing and timetabling, to meet the bespoke needs of colleagues who work part time.



Dedicated and trained Curriculum Support Assistants in all faculties who provide cover for absent colleagues.



Plentiful free on-site parking, including electric charging points.



Opportunities for career development are always considered. Comprehensive leadership training programme.



After school meetings that average a maximum of one per week for classroom teachers, scheduled to finish by 4.30pm.



Wellbeing services provided including professional supervision and a culture of wellbeing support for all colleagues.



Staff professional and personal achievements celebrated.



Buffet provided for all staff before open evenings.

