



Redborne Upper School

RECRUITMENT PACK

SITE MANAGER

AUGUST 2026



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



SITE MANAGER

- Start Date: August 2026 or ASAP
- Contract: Full-time 37 hours per week, all year round. Shift basis.
- Salary: Level 10 Point 28 – 30
- Actual Salary Range: £39,152.00 – £40,778.00 (dependent on experience) There is a 3.3% pay award pending.

Join Our Team and Make a Difference!

Redborne Upper School is seeking a committed and experienced Site Manager to join our team. This is an exciting opportunity to play a key role in maintaining a safe, compliant, and high-quality learning environment for our students and staff.

About the Role

As Site Manager, you will take the lead on all aspects of facilities management across the school. You will oversee day-to-day site operations, ensure statutory compliance, manage maintenance programmes, and lead a team responsible for delivering high standards across the school site.

You will also work closely with the Trust's central estates team to support capital projects and continuous improvement of our facilities.

Key Responsibilities

- Lead all aspects of health & safety, ensuring full statutory compliance
- Manage planned and reactive maintenance programmes
- Oversee site security, including keyholding and emergency response
- Coordinate and monitor contractors and service providers
- Manage cleaning, waste, and grounds maintenance services
- Support delivery of capital projects and site improvements
- Maintain accurate records, risk registers, and compliance documentation
- Line manage and develop the facilities team
- Contribute to financial planning and budget management

Who We're Looking For

We are looking for someone who:

- Has proven experience in facilities or site management, ideally in a school or complex environment
- Demonstrates strong knowledge of health & safety and compliance requirements



- Has experience managing contractors, budgets, and maintenance programmes
- Is highly organised with excellent problem-solving skills
- Can build strong working relationships with staff and contractors
- Takes pride in maintaining a safe, clean, and welcoming environment
- Is proactive, hands-on, and able to lead by example

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

Annual hours will be based on an average working week of 37 hours over 52 weeks with appropriate holiday entitlement taken by negotiation with the line manager.

The person appointed will be expected to be available to staff lettings on some evening and occasional weekends. While flexibility will be required in relation to working hours so that these fit in with letting arrangements and the commitments of caretaking staff.

Closing Date: Wednesday 1st July 2026

We reserve the right to close the application process early. Interview Date: TBA



JOB DESCRIPTION

Job Title:	Site Manager
Hours:	Annual hours will be based on an average working week of 37 hours over 52 weeks with appropriate holiday entitlement taken by negotiation with the line manager. The person appointed will be expected to be available to staff lettings on some evening and occasional weekends. While flexibility will be required in relation to working hours so that these fit in with letting arrangements and the commitments of caretaking staff.
Scale:	Level 10 Point 28 – 30
Responsible to:	Headteacher
Line Manager:	Deputy Headteacher (business & finance)
Job Purpose:	To work with the Headteacher and the Trust's Estates Team on the long and short-term planning, implementation and high-quality delivery in relation to facilities, health and safety and premises related aspects of the work of the school and its local environment.

MAIN DUTIES AND RESPONSIBILITIES

SPECIFIC ACCOUNTABILITIES:

1. Maintain and develop facilities and premises to meet the educational and community requirements of the school
2. Ensure compliance with best practice and statutory requirements in the area of Health and Safety and also compliance.

PRINCIPAL RESPONSIBILITIES:

1. To keep the Headteacher, appropriate Senior Leaders and the Trust's Estates Team fully informed about all areas of responsibility and manage all issues that arise in relation to this role.
2. To work closely with the Trust's Estates Team to ensure compliance with the Trust's Scheme of Delegation as it relates to the management of facilities. To take appropriate training as required.
3. To lead on the security of the school site and specifically:
 - a. To manage the procedure that ensures the school is open for each day, including heating and lighting as required
 - b. To manage the procedure that ensures the school is open to persons who have hired the premises for private or community use
 - c. To monitor CCTV and visitors to the school and to actively support measures designed to safeguard the students and the school site



- d. To manage the procedure that ensures safe practice of lock up, including lights, heaters and other relevant equipment is switched off after use
 - e. To take reasonable steps to deter trespass on school premises and unauthorised parking of vehicles.
 - f. To undertake duties involved in the management of CCTV and intruder alarm systems
4. Act as School Health and Safety Coordinator to ensure that all practices and procedures are conducted in a way that meets all the relevant requirements for the wellbeing of others including the following:
 - a. Consulting or negotiating with external agencies to achieve these ends
 - b. Having overall responsibility for the First Aid requirements for students and staff
 - c. Acting as School Fire Officer
 - d. To be a named key holder if required to attend the school in the event of an out of hours emergency.
5. To support the school's lettings officer in managing lettings:
 - a. Working in conjunction with the school's letting officer to ensure all lettings/bookings are available to the hirer as per the booking sheet
 - b. Monitoring the quality of the services provided to hirers
 - c. To monitor and ensure compliance by hirers of all health, safety and insurance regulations
 - d. Reviewing and developing the School's Letting Policy in conjunction with the Headteacher, Leadership Team and Governors.
6. Assist in the identification and selection of support service providers which provide value for money for the school by:
 - a. Monitoring quality and service level agreements in relation to the role and identify any concerns in a timely, pro-active way
 - b. Implementing policies in relation to the site, e.g. matters of security, Health and Safety, in the way promoting an image of the school which accords with its aims
 - c. Having responsibility for performance management of all school managed external contracts relating to premises and facilities
 - d. Supporting the Trust's Estates Team and their management of centrally procured contracts providing services and supplies to the school



- e. Having overall responsibility for monitoring the use of energy by the school.
7. Manage and plan the most effective and efficient reporting systems for information concerning all premises-related matters, their maintenance, renewal and updating to include preparing applications and acquire all licenses required by the school to conduct its business within the framework of current legislation with regard to Public Entertainment, Copyright and Broadcasting.
8. Other duties:
- a. To take delivery of items, making arrangements for temporary storing them when required and undertake general portorage duties.
 - b. To ensure access to the school in the event of snow or minor flooding.
 - c. To carry out minor or temporary repairs from the list of tasks as agreed.
 - d. To organise the day-to-day and longer-term maintenance and repair of the school vehicles including regular (minimum weekly) checking of fuel and oil.
 - e. To liaise with the ground's maintenance contractors on a day-to-day basis including informing them of any work required.

DIMENSIONS:

Supervisory Management: Up to 3 premises and facilities staff.

Physical resources: Office and other equipment.

Finance Resources: Responsible for school management related budgets as determined with the Head Teacher and Finance Officer. Also be responsible for school contracts, as determined by the Trust and the school's Head Teacher and Finance Officer.

Physical Effort: This job involves a level of physical effort.

Working Environment: The post holder regularly works outdoors and will sometimes be exposed to the weather in doing so.

The post holder will be expected to represent the school professionally and respectfully, including by dressing professionally in approved uniform/work clothes.

Although the post's primary responsibility is towards the facilities of the school, the post holder may be required to work flexibly on occasion across the Trust estate.

CONTEXT:



All support staff are part of a whole Trust/school team. They are required to support the values and ethos of the school and the Trust and Trust priorities as defined in the Trust/school Improvement Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy, pressurised environment. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also, any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Trust.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted for any posts based in Trusts'.

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
Experience	
<ul style="list-style-type: none"> • Substantial experience of the management and supervision of employees performing similar work. • Experience of the management and use of IT for estates practices and Health and Safety reporting. 	<ul style="list-style-type: none"> • Experience of working in a school environment is desirable for this post.
Skills	
<ul style="list-style-type: none"> • Strong analytical and literacy skills • Abilities to be able to draft reports, and understand complex written guidance. • Able to communicate effectively with, external agencies and colleagues. • Presentation skills. • Ability to work with minimal supervision and direction. • Ability to adjust to constantly changing work demands and to meet competing deadlines. • Ability to develop the skills of others within a structured framework. • Ability to work as part of a multi-disciplinary team. • ICT skills. • Ability to manage the performance of others. • Ability to act on own initiative. • Ability to make effective decisions. • Consultation and negotiation skills. 	
Competencies	



<ul style="list-style-type: none"> • Able to form appropriate relationships with young people. 	<ul style="list-style-type: none"> • Appropriate attitudes to use authority and maintaining discipline.
Equality Issues	
<ul style="list-style-type: none"> • Committed to the principles of equality issues of opportunity. • Able to recognize discrimination and take action within the policies and procedures of the school and the Trust. 	
Specialist Knowledge	
<ul style="list-style-type: none"> • Knowledge of School Estates Management and Health and Safety • Knowledge of COSHH 	
Education and Training	
<ul style="list-style-type: none"> • Generic qualifications or experience relevant to the role • Formal qualification in Health and Safety management • GCSE Grade C or above in English and Maths • Willingness to undertake relevant training including first aid training and relevant Health and Safety courses. 	<ul style="list-style-type: none"> • NVQ or above in Facilities Management • IOSH Managing Safely Certificate
Other requirements	
<ul style="list-style-type: none"> • Able to adapt to changing operational requirements or demands in terms of tasks • Able to work flexibly to meet the needs of the school (this will include some evening meetings) 	<ul style="list-style-type: none"> • Able to drive • Clean, full driving licence

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.

