



Redborne Upper School

RECRUITMENT PACK

SITE AGENT (Residential or non-residential)

AUGUST 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



SITE AGENT (Residential or non-residential)

- Start Date: October 2026 or ASAP
- Contract: Full-time 37 hours per week, all year round. Shift basis.
- Salary: Level 3D – Point 7 - 11 plus flexible working allowance of £5,559.00 per annum.
- Actual Salary Range: £26,402.00 – £28,141.00 (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 Agent 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

We are seeking a dedicated, reliable, and hands-on Site Agent to manage the safety, security, cleanliness and overall operational upkeep of our school site. In this vital role, you will work closely with the Site Manager to ensure our facilities remain safe, well-maintained, and welcoming for pupils, staff, and visitors throughout the year.

Key Responsibilities

- Site Security & Access Control: Oversee access systems, manage site security, open and lock facilities, and remain available to support urgent repairs or emergencies outside normal working hours if required.
- Maintenance & First-Line Repairs: Conduct regular site inspections, perform routine repairs on fixtures (including doors, windows, lights, and furniture), and report major hazards or damages promptly.
- Health, Safety & Compliance: Execute routine safety checks - including checking fire alarms and emergency exits, adhering to health and safety protocols.
- Portage & Setups: Assist with moving deliveries, furniture, setting up classrooms or event spaces, and handling general equipment logistics.
- Operations & Contractor Management: Support minor works projects, assist external contractors working on-site, and liaise with staff regarding maintenance schedules.

Who We're Looking For

We are looking for someone who:



- Has experience & skills with a background in caretaking, facilities, or maintenance is preferred (training provided where necessary), along with basic ICT confidence and practical repair abilities.
- Who is comfortable carrying out physical tasks, including lifting, moving equipment, and working at heights when required.
- Has a strong understanding of school health and safety regulations, basic security systems and fluent spoken skills.
- Is proactive, organised, and reliable, with the ability to work independently or as part of a team and build professional relationships with pupils, staff and other stakeholders.

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.

A school house is available at competitive rental rates. **Please indicate in your application whether you are applying for a residential or non-residential role.**

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 the site agent team.

Closing Date: Sunday 13th September 2026

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



JOB DESCRIPTION

Job Title:	Site Agent
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 3D Point 7 – 11 plus flexible working allowance of £5,559.00 p/a
Responsible to:	Headteacher
Line Manager:	Site Manager
Job Purpose:	To work with the Site Manager and Site Agents to maintain the general upkeep of the school and preparation of the school for school functions and lettings.

MAIN DUTIES AND RESPONSIBILITIES

Security of Premises

1. To ensure that the school is open for staff and students and for persons who have hired the premises for private or community use.
2. To monitor CCTV and visitors to the school and to actively support measures design to safeguard the students and the school site
3. To ensure that all doors and windows are secured and all lights and heaters are switched off after use.
4. To check for smell of gas and check all master gas controls are in "off" position if requires
5. To take reasonable steps to deter trespass on school premises and unauthorised parking of vehicles.
6. To check daily fire extinguishers are in place.
7. To undertake the responsibility of keyholder when required including attending or assisting in the event of an out-of-hours emergency.

Heating and Lighting/Energy Conservation

1. To ensure that the school is up to the required temperature by the agreed time each school day.



2. To manually shut down heating and switch off auxiliary/additional heaters, etc. any time when not required, e.g. early and late heating season.
3. To check for correct setting of room thermostats, thermostatic radiator valves and fan convector thermostats.
4. To economise on all fuel use during the school day according to changes in the external temperature and any settings on the school heating systems
5. To ensure that no flammable materials are stored in the boiler-house.
6. To replace light bulbs and tubes as required, applying appropriate health and safety regulations.
7. To carry out annual PAT testing of portable electrical equipment.

Cleaning of Premises

1. To undertake the inspection of toilets, urinals and showers etc. and replenish soap and other materials as required.
2. To ensure that the external spaces, sports areas, paths and other areas are kept clear of litter
3. To ensure that the environment is clear of hazardous materials/equipment and assist as required to ensure any cleaning needs are of a good standard.

Other Duties

1. Any other duties in support of the school, including but not limited to maintenance, decorating, refurbishment, portering, janitorial duties and taking delivery of items and their safe storage.
2. To ensure that all site agents' equipment is clean and in good working order and that site agents' storage area is clean and tidy.
3. To carry out daily supervision/inspection duties as appropriate, maintaining a good working atmosphere.
4. To contact the Site Manager, Business Manager or Trust staff for advice if the work of any contractor is not up to standard.
5. To provide access to the school in the event of snow, minor flooding or other event preventing opening of the school site.
6. To liaise with outside contractors regarding testing routines including services, fire and security alarms
7. To draw the attention of the Site Manager, Business Manager or Trust staff to any repairs and maintenance work required.
8. To carry out duties in respect to temporary repairs.
9. To carry out security checks when on duty.
10. To ensure compliance with best practice and statutory requirements in the area of health and safety. Fulfil the health and safety monitoring procedures



that form part of the school's health and safety policy and procedures. This includes ensuring all appropriate records and documentation are maintained.

11. To attend all essential health and safety training courses, including training in fire safety and asbestos handling procedures, as determined by the management of the school.
12. Assisting to manage the school's electronic building management systems.

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 and Qualifications	
• Good general level of education and/or relevant vocational qualifications including GCSE or equivalent in English language and Mathematics at grade C or above • Willingness to undergo statutory health and safety training.	• Trade qualification or NVQ Level 3+ (e.g., in Plumbing, Electrical, Carpentry, or Building Management) • Valid IOSH (Institution of Occupational Safety and Health) or NEBOSH certificate. • Specific training in COSHH, Asbestos Awareness, Legionella Control, and Working at Height. • Full, clean driving license.
Experience	
• Substantial experience of the management and supervision of employees performing similar work.	• Experience of working in a school environment is desirable for this post.



Skills, Knowledge and Aptitude	
• Proficient in basic IT (emails, logging maintenance requests, navigating building management systems). • Good understanding of the Health and Safety at Work Act (1974) and basic risk assessment processes. • Understanding of safeguarding principles and maintaining appropriate professional boundaries around children.	• Knowledge of school compliance schedules (e.g., testing fire alarms, emergency lighting, water hygiene logs).
Personal Qualities	
• Physically fit and able to undertake manual handling, lifting, and working on ladders safely. • The ability to prioritise a reactive, changing workload. • High levels of integrity, honesty, and punctuality, recognising that you are a principal key holder responsible for the security of the building. • Ability to remain composed and take initial control during emergency situations.	
Other	
• Committed to the principles of equality issues of opportunity. • Able to recognise discrimination and take action within the policies and procedures of the school and the Trust. • Willingness to undertake further work-related training • Fluent in the English language in accordance with the Immigration Act	



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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.



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



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



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



Complimentary tea, coffee and milk in all staffrooms.



Complimentary Christmas lunch and summer BBQ for all staff.



Well published deadlines and annual calendar consultation.



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



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



Staff Wellbeing Committee for both teaching and support staff.



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



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



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



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



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



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



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



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



Regular twilight CPD sessions and a range of professional learning opportunities



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



Staff Wellbeing and Workload Coordinator guides and develops policies.



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



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



Staff professional and personal achievements celebrated.



Developmental approach to lesson observations and professional performance reviews.



Buffet provided for all staff before open evenings.