



Redborne Upper School

RECRUITMENT PACK

ATTENDANCE OFFICER

OCTOBER 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



LIBRARY ASSISTANT

- Start Date: December 2026 or ASAP
- Contract: Part-time 22.5 hours per week. Term time only plus 3 training days
- Hours: Monday, Wednesday and Thursday 8.00am – 4.00pm (30-minute unpaid break)
- Salary: Level 3B (Point 6 - 8)
- Actual Salary Range: £13,900.00 – £14,347.00 (dependent on experience).

Join Our Team and Make a Difference!

Are you passionate about supporting young people and helping them succeed in education? We are seeking a proactive and welcoming Library Assistant to foster a love of reading and support independent learning across our school. You will play a key role in day-to-day library operations, assisting students with research, maintaining resources and maintaining a vibrant learning environment.

About the Role

In this role you will help students discover their next favourite book whilst keeping our collection organised, accessible, and exciting. You will also support teachers with reading resources and library events.

Working in a school requires you to have strong organisational and communication skills. There will be face-to-face interaction with students, members of staff and in some cases, parents.

Who We're Looking For

- Ability to offer student support: Assist pupils in locating materials, using library technology, and developing research skills.
- Can manage book check-outs, returns, shelf stocking, and catalogue maintenance.
- Can help organise reading challenges, book fairs and engaging thematic book displays.
- Will Monitor inventory, process new acquisitions, and maintain a quiet, welcoming study environment.

We are looking for someone who:

- Has experience working with children or young people in an educational, youth work or care setting.
- Previous library experience
- Has excellent communication and administrative abilities.

Aspiration • Responsibility • Respect



- Has a passion for working in a school environment.
- Has excellent inter-personal skills with students and staff.
- Works well in a team.
- Has the ability to thrive under pressure in a busy environment with a varied workload.

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

Term time only plus 3 training days

Monday, Wednesday and Thursday: 8.00am – 4.00pm (30-minute unpaid break)

If you are passionate about books, 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. Please contact Eva Hobson
eva.hobson@redborne.com / 01525 404462

Closing Date: Sunday 1st November 2026

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



JOB DESCRIPTION

JOB TITLE: Library Assistant
HOURS: 22.5 Hours Term Time Only plus 3 training days
Monday, Wednesday and Thursday 8.00am - 4.00pm
(30 unpaid break)
RESPONSIBLE TO: Headteacher
LINE MANAGER: Reading coordinator
JOB PURPOSE: Supervision of the library

MAIN DUTIES AND RESPONSIBILITIES

1. Oversee the day-to-day running and operation of the library when the School Librarian is off-site.
2. Maintain a safe, structured, and quiet study environment conducive to learning and independent research.
3. Supervise student use of the library throughout the school day, during break/lunch periods, and for Sixth Form private study sessions.
4. Manage day-to-day clerical duties including book issuing, returns, shelving, routine cataloguing support, and maintaining neat, accessible resource displays.
5. Monitor student discipline, ensure compliance with library guidelines, and liaise with Pastoral and Sixth Form staff regarding student behaviour or concerns.
6. Guide students in selecting appropriate reading materials matched to their reading ages, academic needs, and personal interests.
7. Deliver targeted 1:1 and small-group reading interventions.
8. Work in collaboration with the SENDCo/Inclusion lead to support pupils with specific educational needs or disadvantaged backgrounds in utilising the library.
9. Assist in organising and supporting reading initiatives.
10. Assist teaching staff and pupils in identifying and locating relevant learning materials for class topics or independent study.



OTHER DUTIES AND RESPONSIBILITIES:

- To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- The post holder must at all times carry out his/her job responsibilities with due regard to Equal Opportunities'.
- To undertake any other duties of a similar level and responsibility as may be required.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Education and Qualifications	
• Education to GCSE standard with a minimum of 5 passes at GCSE (Grade 9 – 4 or equivalent qualifications).	• Relevant advanced (Level 3) vocational qualifications (NVQ, BTEC, 'A' Levels) • Higher education qualification • Additional qualifications as evidence of supporting children and / or their families. • Additional librarian qualifications
Experience	
• Experience of working with young people • Experience of working in a library • Experience of administration	• Experience of working in a school library
ICT Skills	
• Competent in using Microsoft and Google packages. •	• Some experience in library IT programmes • Knowledge of Bromcom
Personal Qualities	
• Well organised and capable of showing attention to detail • Good interpersonal skills • Able to work under pressure • Able to work as part of a team • A commitment to quality and continuous improvement • Able to maintain confidentiality at all times	• Full clean driving licence.



Communication Skills	
• Able to communicate effectively verbally and in writing • Effective communication and interpersonal skills	• Competence in communicating using ICT • Ability to work reflectively within a team and be able and willing to offer and receive feedback to improve practice.
Development and Training	
• Willingness to undertake further work-related training	• Holds a first aid certificate • Evidence of continuing professional development

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.