General Manager and Deputy DSL

Maternity cover | Job description and person specification

Job title	General Manager and Deputy Designated Safeguarding Lead (maternity cover)
Employer	Brighton Evolving Education Hub Ltd (Beehub)
Location	One Church, Florence Road, Brighton (on site)
Salary	£15,000 per year actual (£35,400 full-time equivalent, pro rata), paid in 12 equal monthly instalments
Hours	20.5 hours per week, term time only: Tuesday 8.30am-4.30pm, Wednesday 8.30am-3.30pm and Thursday 8.30am-2pm, with festivals and trips usually taking place within these hours. Our year is a little shorter than in most schools and settings, at 36 weeks, and our term dates are on our website at beehub.uk
Contract	Fixed-term maternity cover starting on Tuesday 2 February 2027 with a two-week handover, and continuing for approximately 12 months until the return of the postholder, with the possibility of continuing beyond this time period
Reports to	Dr Thomas Smith, Director and Designated Safeguarding Lead
Benefits	Workplace pension and funded training

About Beehub

Beehub (Brighton Evolving Education Hub) is a Waldorf-inspired, Ofsted-registered provision for home-educated children aged 6 to 14, run as a not-for-profit company from One Church on Florence Road in Brighton. Around 40 children attend across our three classes (the Bumble Bees, the Honey Bees and the Carder Bees) on Tuesdays, Wednesdays and Thursdays, and our days (which are phone-free for the children) are built around main lessons, practical and creative activity, seasonal festivals and trips, so that the children learn through doing as much as through listening.

About the role

We are looking for an organised, warm and steady General Manager to cover a period of maternity leave, starting on Tuesday 2 February 2027 so that there is time for a proper handover before the leave begins. The General Manager keeps Beehub running from week to week, looking after everything from communication with families, admissions and the finances to the weekly staff meeting and the care of our site, and also acts as our Deputy Designated Safeguarding Lead (the member of staff who supports the lead person responsible for child protection, and who takes on that responsibility when they are not available).

Because Beehub is a small and close-knit community, this is a dynamic, hands-on role with plenty of time spent with the children themselves, from welcoming them at the door in the morning to supporting their pastoral care, supervising breaks and lunchtimes, giving first aid, joining trips and, when a colleague is off sick, stepping in to cover their lessons. It is also a practical and sometimes physical job, since looking after the site means moving boxes and equipment, cleaning and leaving the building tidy at the end of the day. It would suit someone who enjoys variety and who can move comfortably between the office, the classroom and the playground in the course of a single day.

Main responsibilities

Families and admissions

- Keep in close, regular contact with families, following up when a child is absent, when a child is unwell (whether at home or during the day at Beehub), and on the day-to-day matters that come up
- Look after wider communication with families, including newsletters and emails
- Act as the first point of contact for parents' concerns and complaints, resolving what can be resolved and escalating to the Director where necessary
- Respond to enquiries from prospective families and show them around Beehub, speaking confidently about Waldorf education and our approach
- Promote Beehub and its events through advertising and regular posts on our social media
- Manage the admissions process, with final admissions decisions made by the class guardians and directors

The children and the school day

- Monitor the door at the start of the day, welcoming the children and their families as they arrive
- Support the pastoral care of the children
- Supervise the children during breaks and lunchtimes
- Administer first aid and keep accident and incident records
- Cover lessons yourself when staff are off sick, which is usually how absences are covered (within contracted hours)

Management and staff

- Oversee the day-to-day running of Beehub, responding flexibly to whatever each day brings
- Plan the agenda for, and lead, the weekly staff meeting
- Deal with staffing issues as they arise, escalating to the Director where necessary
- Keep staff contracts and records up to date, and support recruitment and the induction of new staff

Finance and administration

- Keep Beehub's bookkeeping up to date in Xero
- Issue fee invoices and follow up unpaid fees with families
- Send staff hours to our payroll provider each month, then make payments to staff and HMRC
- Make day-to-day spending decisions within budget, and order materials, stock and supplies
- Manage Beehub's email and shared files in Gmail and Google Drive, keeping records in line with data protection (GDPR) requirements

Site and premises

- Look after the site, including moving boxes, furniture and equipment as needed
- Clean the toilets and kitchen, and keep cleaning supplies stocked when needed
- Check that the building is clean and tidy at the end of each day
- Maintain a good working relationship with our venue, One Church

Safeguarding and compliance

- Act as Deputy Designated Safeguarding Lead, supporting the Designated Safeguarding Lead and taking the lead on safeguarding matters in their absence
- Keep Beehub's policies up to date and make sure we continue to meet our Ofsted registration requirements

Festivals and trips

- Organise festivals and trips, including the risk assessments for them
- Accompany the children on trips

Person specification

	Essential	Desirable
Experience	School or office administration Management, whether of staff, services or day-to-day operations Safeguarding children	Teaching, and the ability to cover lessons Organising events or trips for children
Knowledge	A willingness to learn about Waldorf (Steiner) education, if new to it, so that you can speak about it confidently with families	A good knowledge of Waldorf (Steiner) education
Skills	Confident leading a group of children, including when covering lessons Clear, warm and tactful communication with families, both in writing and in person Highly organised, with the ability to manage competing priorities Confident with email, shared drives and spreadsheets (we use Gmail and Google Drive)	Bookkeeping, ideally in Xero Familiarity with payroll processes Managing social media or advertising for an organisation
Qualifications and training	Willingness to complete Designated Safeguarding Lead, first aid and common core skills training, all funded by Beehub	A teaching qualification Current safeguarding or first aid certificates
Personal qualities	Warm, firm and fair with children Calm under pressure and a practical problem solver Adaptable and happy in a varied, fast-moving role Works well in a team and can use their own judgement when working independently Discreet and trustworthy with confidential information	Sympathy with Beehub's Waldorf-inspired ethos
Other	Able to work on site on Tuesdays, Wednesdays and Thursdays Able to carry out the physical side of the role, such as moving boxes and equipment and cleaning An enhanced DBS check with a children's barred list check	

Training and support

We will fund Designated Safeguarding Lead training, first aid training and common core skills training for the successful candidate, and the post begins with a two-week handover in February, working alongside the current postholder so that you can get to know the children, the staff and the families (as well as the rhythm of the week and the basics of Waldorf education, if these are new to you) before taking on the role in full.

Safeguarding and equal opportunities

Beehub is committed to safeguarding and promoting the welfare of children, and we expect everyone who works with us to share that commitment. This post is subject to an enhanced DBS check (including a check of the children's barred list), satisfactory references and our other safer recruitment checks. We welcome applications from people of all backgrounds.

How to apply

To apply, please send your CV and a covering letter explaining how you meet the person specification to contact@beehub.uk by **Tuesday 10 November 2026**. Interviews will be held from the week beginning 16 November 2026, and if you would like an informal conversation about the role before applying, please get in touch at the same address.