



## **Holiday Club Deputy Manager – Role 4b**

**Hove Learning Federation – Based at School Road site**

**40 hours per week, 5 days per week (8 am – 5 pm with 1 hour unpaid lunch break)  
40 hours (x 13 weeks – School Holiday Periods)**

**Permanent**

**Scale 4b, Point 11-12**

**£27,269 - £27,711 per annum, £14.13ph - £14.36ph (full-time equivalent), this salary will be pro rata.**

We are looking for a Holiday Club Deputy Manager to support the Club Manager in the day to day organisation of our Holiday Club provision at Hove Learning Federation. They will be confident in providing high standards of care and play opportunities for children between the ages of 4 – 11 years old in safe and secure environments. Training and support for the role will be provided which includes but isn't limited to Designated Safeguarding Lead Training (DSL). This is a brand new exciting role and is based at our School Road site for Infant and Junior children.

Successful candidates will:

Have relevant experience of working as a team to support the day to day management and organisation of a breakfast, after school or holiday club.

Be able to build good relationships with our children, parents and carers and with other school staff.

Be flexible to the demands of the role.

Be prepared to undertake DSL, first aid training, food hygiene and any other relevant training.

Be able to maintain confidentiality and sensitivity.

Have a positive attitude and sense of humour.

West Hove Infant and Hove Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are proud that our school is a culturally rich and diverse place of learning, and we are keen to encourage people from diverse ethnic backgrounds to apply and join our staff team. The school has a strong focus on Equality, Diversity & Inclusion for our pupils, staff and governors and we are passionate

about creating an environment where every pupil can thrive. We are also very proud that Hove Junior School is an Inclusion Quality Mark (IQM) Centre of Excellence.

Employment under the Federated Board includes all locations/sites where both schools operate. Under this contract, you may be asked to work across different locations under the Federated Board, either temporarily or permanently.

To apply for this job, contact:

Emma Barrell, Deputy School Business Manager

Email: [emmabarrell@hovejun.brighton-hove.sch.uk](mailto:emmabarrell@hovejun.brighton-hove.sch.uk)

Closing Date: 25/09/2025

Interview Date: 30/09/2025

Start Date: 24/10/2025

**WEST HOVE INFANT SCHOOL**, School Road Site, Portland Road, Hove, East Sussex, BN3 5JA, Tel: 01273 733386, Fax: 01273 323867, Email: [admin@westhove-inf.brighton-hove.sch.uk](mailto:admin@westhove-inf.brighton-hove.sch.uk)

**WEST HOVE INFANT SCHOOL**, Connaught Site, Connaught Road, Hove, East Sussex, BN3 3WB, Tel: 01273 733386, Fax: 01273 323867, Email: [connaughtoffice@westhove-inf.brighton-hove.sch.uk](mailto:connaughtoffice@westhove-inf.brighton-hove.sch.uk)

**Hove Junior School** Portland Road, Hove, East Sussex, BN3 5JA  
Web: [www.hovejuniorschool.co.uk](http://www.hovejuniorschool.co.uk)  
Email: [portlandroadenquiries@hovejun.brighton-hove.sch.uk](mailto:portlandroadenquiries@hovejun.brighton-hove.sch.uk)  
Telephone: 01273 295484

**Hove Junior School** Holland Road, Hove, East Sussex, BN3 1JY  
Web: [www.hovejuniorschool.co.uk](http://www.hovejuniorschool.co.uk)  
Email: [hollandroadenquiries@hovejun.brighton-hove.sch.uk](mailto:hollandroadenquiries@hovejun.brighton-hove.sch.uk)  
Telephone: 01273 294333