

Tove Learning Trust

Person Specification



Job Title:	TLT Executive Assistant	Essential	Desirable
Education and Qualifications			
Educated to A level or equivalent level. GCSE in maths and English	✓		
Educated to degree level or significant equivalent experience			✓
Experience			
Previous experience of working as an Executive Assistant to senior leadership	✓		
Experience of coordinating and attending Board level meetings, including note taking, creating minutes and follow-up action management	✓		
Experience of line management of individuals or teams	✓		
Experience of working in a team with good interpersonal skills	✓		
Experience of managing projects, monitoring milestones, deadlines and deliverables	✓		
Experience of working in education and academy environments			✓
Knowledge and Skills			
High level of IT literacy including significant and detailed knowledge and experience of MS Office and / or Google Suite	✓		
Excellent communication skills with a proven ability to interact effectively with Board members as well as internal and external stakeholders	✓		
Proven ability to provide and receive highly complex, sensitive information, maintaining strict confidentiality	✓		
Able to work accurately and with attention to detail	✓		
Able to multi-task effectively, work flexibly and to deadlines	✓		
Able to work independently but follow instruction and seek advice if needed	✓		
Ability to remain calm under pressure, resolve problems and meet deadlines under these conditions	✓		
Discreet and tactful in all matters where sensitivity and confidentiality is critical	✓		
Adaptable to working with new systems and software packages	✓		
Knowledge of committee structures and governance compliance	✓		
Personal Attributes			
Able to work in accordance with the trust's values and behaviours	✓		
Sound judgement and decision maker – confident in using own initiative	✓		
High degree of literacy, able to draft correspondence on behalf of the CEO	✓		
Eligible to live and work in the UK	✓		
Able to drive and have access to a vehicle to travel from site to site when required	✓		
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	✓		
A commitment to continuing personal development and training	✓		
A commitment to safeguarding and promoting welfare of children and young people	✓		