

### TLT Executive Assistant

**37 hrs a week, 42 or 52 weeks a year (negotiable)**

**Grade L, points 37 to 41 (£46,731 to £50,788 fte)**

**Location: TLT Head Office, EWS Road**

Tove Learning Trust (TLT) is a multi-academy trust (MAT) that aims to inspire education that leads to outstanding outcomes. Our trust has recently undergone a rapid expansion and now consists of fifteen schools – primary, secondary, and alternative provision – providing high quality education for over 11,000 children between the ages of 4 and 18. We operate across two regional hub areas in Northamptonshire/Milton Keynes and the West Midlands.

An exciting opportunity has arisen for an experienced Executive Assistant to support further growth and development of the MAT. This is a senior position, working directly with the CEO, Deputy CEO, CFO and Board of Trustees, including all matters relating to the management and governance of the trust. Your role will include attending and minuting Committee and other meetings, ensuring legal filings are made on time, and complex diary management and planning for the CEO and Executive Team. You will be confident to use your own initiative and plan workload in a flexible manner to support the CEO, SLT, Executive Team and the wider Trust.

#### What you'll bring:

- Experience as an PA/Executive Assistant for a C-suite role, comfortable managing multiple complex diaries
- Excellent verbal, written and interpersonal communication skills, the ability to build strong relationships and work with a variety of stakeholders
- Ability to work accurately with strong attention to detail, managing multiple priorities and remain calm under pressure
- Sound knowledge and experience of committee structures and effective governance models, minuting meetings and tracking actions
- Previous people management experience with a focus on performance management and development
- Experience in project management and able to support the coordination of the legal transfer of schools into the trust

Candidates will be required to apply for an enhanced DBS disclosure and must be eligible to live and work in the UK. As travel is required between sites, you must have access to a reliable means of transport in order to carry out your duties.

#### What we offer:

As part of the trust family you will benefit from access to:

- **Medicash health care package** offering cash back on routine medical care and online appointments with GP's and specialists.
- **Free flu jabs** and access to **support and wellbeing services**,
- **professional development** opportunities, and **excellent pension schemes**. Further study and training is encouraged and supported through the apprenticeship levy and in house Training School
- **Free hot and cold beverages** and **free on site parking**

**The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

#### How to apply:

All documents including the full job description, person specification and application form are available on our website [www.tovelearning.org.uk](http://www.tovelearning.org.uk). Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Completed applications should be sent to Sarah Clark, HR Administrator, on [HR@tovelearning.org.uk](mailto:HR@tovelearning.org.uk)

**Closing date: Monday 14th July**

**Interview date: Thursday 17th July**