

# Tove Learning Trust

## Person Specification



Job Title:	TLT Executive Assistant	Essential	Desirable
<b>Education and qualifications</b>			
Educated to A level or equivalent level. GCSE in maths and English		✓	
Educated to degree level or significant equivalent experience			✓
<b>Experience</b>			
Previous experience of managing multiple complex diaries or the role of Personal Assistant		✓	
Experience of coordinating and attending Board level meetings, including note taking, creating minutes and follow-up action management		✓	
Experience of line management		✓	
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			✓
Experience of marketing, social media and promotional communications			✓
<b>Knowledge and Skills</b>			
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		✓	
<b>Personal Attributes</b>			
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		✓	