

### TLT Executive Assistant to the CEO

37 hrs a week, 41 weeks a year  
Grade K, points 32 to 36 (£40,221 to £44,428 fte)  
Location: one of the trust schools

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 fourteen 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 Personal Assistant or Executive Assistant to support further growth and development of the MAT. This is a senior position, working directly with the 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, 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 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 [support and wellbeing](#) services, [professional development](#) opportunities, and [excellent pension schemes](#). Further study and training is encouraged and supported.

**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.

Further information requests or completed applications should be sent to **Sarah Carter, HR Administrator**, on [HR@tovelearning.org.uk](mailto:HR@tovelearning.org.uk)

**Closing date: 12 noon on Tuesday 27<sup>th</sup> February 2024. Interview date: Tuesday 5<sup>th</sup> March 2024.**

**Tove Learning Trust**

Registered Office: c/o Sponne School, Brackley Road, Towcester, Northamptonshire, NN12 6DJ

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