

Tove Learning Trust

Person Specification



Job Title:	TLT Estates & Assets Co-ordinator	Essential	Desirable
Education and Qualifications			
Relevant professional qualification: NEBOSH, IOSH or similar			✓
Educated to A Level or equivalent	✓		
Educated to GCSE Level with a Grade C or equivalent in English & Maths	✓		
Experience			
Experience in a key administrative role, preferably with complimentary property management, Health & Safety, school / education experience or other directly relevant environment	✓		
Able to provide evidence of managing projects successfully, ensuring the final product is as required, on time & on budget	✓		
Book keeping or basic finance experience including budgeting and financial monitoring			✓
Experience of working in the education sector			✓
Knowledge and Skills			
Some previous knowledge of Health & Safety policies and practices			✓
Ability to manage complex data input, manipulation and retrieval.	✓		
A basic understanding of the legal & financial aspects of major building projects			✓
Ability to build successful working relationships with a wide range of internal & external stakeholders	✓		
Have an enquiring mind and an aptitude for problem solving and sourcing positive solutions	✓		
Excellent written and verbal communication skills with the ability to translate complex documentation into a user friendly resource for others	✓		
High level organisational skills with the ability to respond appropriately to conflicting user demands and expectations.	✓		
Competent in the use of Microsoft Office suite, Google suite and able to adapt to and learn new software and systems relating to Health & Safety monitoring and reporting	✓		
Contract management experience and knowledge of procurement law and pathways			✓
Knowledge of project monitoring, tracking and grant audits			✓
Possess a full driving licence and have use of a vehicle for business purposes	✓		
Personal Attributes			
Able to operate with the highest standards of personal and professional conduct & integrity	✓		
Able to work in accordance with and to promote the Trust's values and behaviours.	✓		
Sound judgement and decision maker – confident in using your own initiative.	✓		
Eligible to live and work in the UK.	✓		
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust.	✓		
A commitment to continuous personal development and training.	✓		
A commitment to safeguarding and promoting welfare of children, young people and vulnerable adults.	✓		