

Tove Learning Trust

Person Specification



Job Title:	TLT Lead Governance Professional	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 at a senior level with a strong understanding of governance structures and committees,	✓		
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 and possess good interpersonal skills	✓		
Experience of handling complaints, following policy and achieving effective resolutions			✓
Experience of working in education and academy / MAT environments			✓
Knowledge and Skills			
Knowledge of committee structures and governance compliance in Education	✓		
High level of IT literacy including significant and detailed knowledge of MS Office and / or Google Suite and adaptable to working with new systems and software packages	✓		
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 whilst being discrete and tactful	✓		
Able to work accurately and with excellent attention to detail	✓		
Highly organised and able to multi-task effectively, work flexibly and to meet deadlines under pressure	✓		
Able to work independently but follow instruction and seek advice if needed	✓		
Ability to remain calm under pressure, resolve problem	✓		
Personal Attributes			
Able to work in accordance with the trust's values and behaviours and encourage that in others	✓		
Sound judgement and decision maker – confident in using own initiative, independent but collaborative	✓		
High degree of literacy, able to sift information and draft correspondence accordingly	✓		
Able to work flexibly including some early evening commitments to clerk Trustee meetings.	✓		
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	✓		