



DIRECTOR SUPPORT SPECIALIST

Explore the role, discover our vision, and learn what Tute has to offer. Your journey begins here!

1

WELCOME

Introduction from our MD, Vanessa Leach

2

VISION

What guides us all at Tute to do our best for our partners students

3

WHAT WE DO

It's simple, but impactful.

4

KPIs

A snapshot of where we are and where we need to get to

5

THE ROLE

The purpose of the role, key responsibilities and what we're looking for in a person

6

OUR OFFER

What you can expect from us as an employee

7

TEAM STRUCTURE

How the Tute team works and where this role fits in

8

TEAM INSIGHTS

Learn what our colleagues think about working with Tute

9

HOW TO APPLY

Let us know you're interested!

WELCOME

WE ARE DELIGHTED THAT YOU ARE CONSIDERING A CAREER AT TUTE!

Dear candidate

Thank you for your interest in this role and in joining the Tute team. I am extremely proud to lead a team of passionate people who really care about making a difference to the lives of children and young people. This principle is at the core of everything we do at Tute and needs to be the main driver for anyone joining our organisation. If this is you, please do read on!

As we continue to expand and streamline our operations to meet the growing demands of our partners and team, Tute is entering a phase of dynamic growth. The role of the director support specialist has become increasingly pivotal, positioned at the nerve center of strategic planning and execution that supports our ambitious goals. This is not just another administrative position; it is a chance to actively manage and oversee the strategic projects that will drive our success. With robust plans for expansion and the introduction of innovative educational solutions, we are setting our sights on significant milestones in the coming years. This role requires someone who is not only adept at handling complex logistical tasks but also a strategic thinker, capable of seeing the bigger picture and acting on it.

We pride ourselves on a culture that is collaborative, transparent, and supportive. We are looking for a proactive, detail-oriented individual who thrives in a fast-paced environment and brings a sense of joy and dedication to their work. You will be joining a team that values creativity and initiative, where your work will directly impact our operational effectiveness and contribute to our mission. The SLT you'll work with, along with everyone else on the team, is friendly, fun, and deeply committed to making a meaningful impact. It's truly a great place to work

This pack should give you a good idea of what we and the role are all about. If you like what you read and think you have the experience, energy, and strategic vision we need we'd be very pleased to hear from you. For further information, please contact Carol Skitt, Head of People, Culture, and Social Responsibility on 07787444178 or at carol.skitt@tute.com.

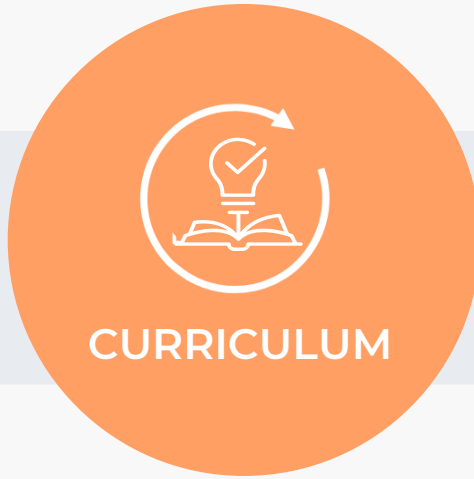
We look forward to hearing from you!

Vanessa Leach
Managing Director



OUR VISION

DRIVING SUCCESS THROUGH SHARED ASPIRATIONS



Enable all students to **engage** and **achieve** in a high-quality, rich, and **inclusive** curriculum.



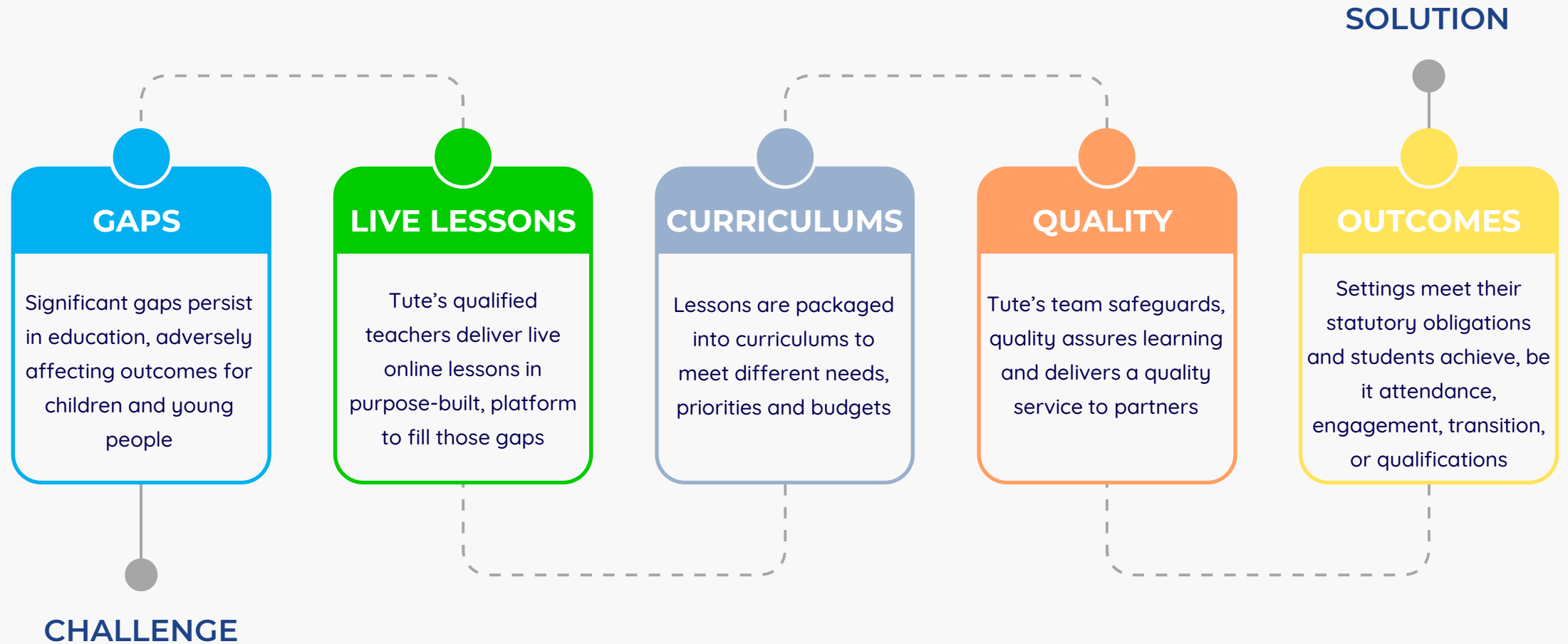
Become the first-choice online **teaching partner** to schools, LAs, and non-mainstream settings



Create a world where online learning enables **any child**, anywhere, to **achieve** their **potential**

WHAT WE DO

IT'S SIMPLE!



KPIs

WHERE WE ARE, WHERE WE NEED TO GET TO
WE'RE WORKING ON OUR NEW BUSGET AND WILL HAVE UPDATED NUMBERS SOON!

2022 - 2023

+56%

140 52 employed

4,778

253 130 new

40,918

REVENUE

TEAM

STUDENTS

PARTNERS

LESSONS

+40%

178 70 employed

5,000

295 130 new

53,933

2023 - 2024

THE ROLE

JOB PURPOSE

As Tute navigates a period of substantial growth, the necessity for a personal assistant to our managing director and senior leadership team becomes ever more critical. This role is not just about providing administrative support; it's about being a pivotal part of the leadership dynamics, enabling focused strategic decision-making that drives our expansion and operational excellence.

The director support specialist at Tute will orchestrate a wide array of tasks ranging from managing complex schedules to preparing strategic communications and coordinating high-level meetings. This dynamic position extends beyond traditional secretarial duties to actively engage in projects that enhance our leadership's effectiveness and contribute directly to our strategic goals..

We are looking for a proactive, detail-oriented individual who thrives in a fast-paced environment and can navigate the intricacies of a rapidly growing company. The ideal candidate will demonstrate exceptional organisational skills, excel in both independent and team settings, and embody the flexibility required to manage changing priorities effectively. The director support assistant can take the occasional high-pressure moment in their stride, understanding that it's all part of striving towards our shared goals. Confidentiality and professionalism are key, and we trust each other not to turn challenges into gossip but to use them as stepping stones to success.



THE ROLE

JOB PURPOSE

Tute's business development Plan (BDP) at serves as our strategic blueprint, guiding our development and success. The director support specialist will play a key role in monitoring and tracking the progress of the BDP, ensuring all objectives are met, and highlighting areas requiring attention. Your proactive management of the plan will help maintain alignment with our strategic goals and support the leadership in making data-driven decisions to advance our mission.

In this role, your efforts will be crucial in helping our leaders maintain the exceptional quality of our services and focus on the innovations that propel Tute forward. We're a welcoming team that values collaboration and enjoys a good laugh, even when the going gets tough. If you're ready to embrace a role that's as rewarding as it is challenging, and you think you'd fit right into our friendly and dynamic team, we'd love to have you join us and become an integral part of our journey.



THE ROLE

KEY RESPONSIBILITIES

Calendar and communications management

Manage calendars, schedule appointments, and coordinate meetings to optimise time

Handle phone calls and emails, ensuring responses are prompt and professional, and escalate important matters

Draft email responses for approval and manage outgoing correspondence

Document and report preparation

Prepare and edit documents, reports, and presentations for internal and external use

Conduct research and gather information to support strategic initiatives and decision-making

Collate data from various sources and prepare comprehensive reports to aid in monitoring and evaluation

Logistical support

Assist with travel arrangements and accommodations ensuring efficient itinerary planning

Organise events and functions, managing details such as venues, catering, invitations, and travel arrangements

Coordinate logistics for routine office maintenance, such as organising repairs and ensuring operational efficiency

THE ROLE

KEY RESPONSIBILITIES

Administrative and office management

Perform data entry and maintain accurate and up-to-date records

Organise and maintain files and documents, ensuring easy access and confidentiality

Manage office supplies inventory to ensure a well-stocked and functional working environment

Strategic support and engagement

Assist in monitoring the Business Development Plan (BDP), tracking progress against objectives and identifying areas for attention

Support the managing director and SLT in strategic meetings by preparing agendas, taking minutes, and tracking follow-up actions

Engage with key staff, reminding them of deadlines for reports, presentations, and other critical documents

Project coordination and strategic initiatives

Support project initiatives by coordinating with internal teams and external partners to align efforts with strategic objectives

Act as a liaison between the managing director and other departments to facilitate effective communication and ensure project alignment with the BDP

Manage the implementation of strategic initiatives, ensuring resources are appropriately allocated and timelines are met

THE ROLE

ESSENTIAL PERSON CRITERIA



3 years' experience in operational management, with ability to manage and coordinate projects/logistics effectively



Exceptionally effective at execution, with a proven track record of getting things done to a high standard



Impeccable spelling, punctuation, and grammar, ensuring all communications are clear and professionally presented



Articulate, with excellent verbal and written communication skills, capable of presenting ideas and information clearly and persuasively



Demonstrates common sense and logical thinking in decision-making processes, ensuring practical and effective solutions



Dependable and reliable, consistently following through on commitments and able to manage responsibilities with minimal supervision



Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint, and Teams, with the ability to produce high-quality documents and analyses.



Brings a positive, team-oriented attitude to the workplace, contributing to a fun and collaborative environment



Knowledge, understanding and commitment to safeguarding and promoting the welfare of students



Motivated to make a difference to the lives of children and young people



Resilient and not overly sensitive in high-pressure situations, capable of handling challenges with composure

THE ROLE

DESIRABLE PERSON CRITERIA



Previous experience as a PA



Experience of the education sector



Proficiency in using Microsoft tools such as Power BI, Power Automate, and Dynamics



Project management certification



Proficient in reading, writing, and speaking Welsh

OUR OFFER

A REAL OPPORTUNITY

We provide a friendly, stimulating environment in which our team is encouraged to grow and thrive. We work collaboratively, get stuck in, and value everyone's input. We operate a hybrid working model where staff work from the Chester office 5 days a month, 1 day when we're all together. We will not insist on this pattern for the right candidate who does not live close by.

Wellbeing matters to us - it is key to a productive team and we understand the importance of a work-life balance. We always go above and beyond for our loyal employees and we promise to look after you.

Tute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and contractors to share this commitment. We adhere to the statutory safer recruitment procedures issued by the DfE.

Working with Tute is exempt from the Rehabilitation of Offenders Act 1974 and therefore subject to possession of an enhanced certificate of disclosure issued by the Disclosure and Barring Service (DBS) and barred list check.

Tute promotes policies of equal opportunity for both staff and students. We want all our team to feel confident in bringing their passion, creativity, and individuality to work. We believe that diversity drives innovation and value all cultures, backgrounds, and experiences. Be yourself, enjoy your working day, and make a difference!

£31,222 - £38,013

35 hours per week

08:30-16:30

33 days' holiday, inc 8 bank holidays

Flexible working

Hybrid working - home and Chester

Laptop and other required equipment

Continued professional development

Employee assistance programme

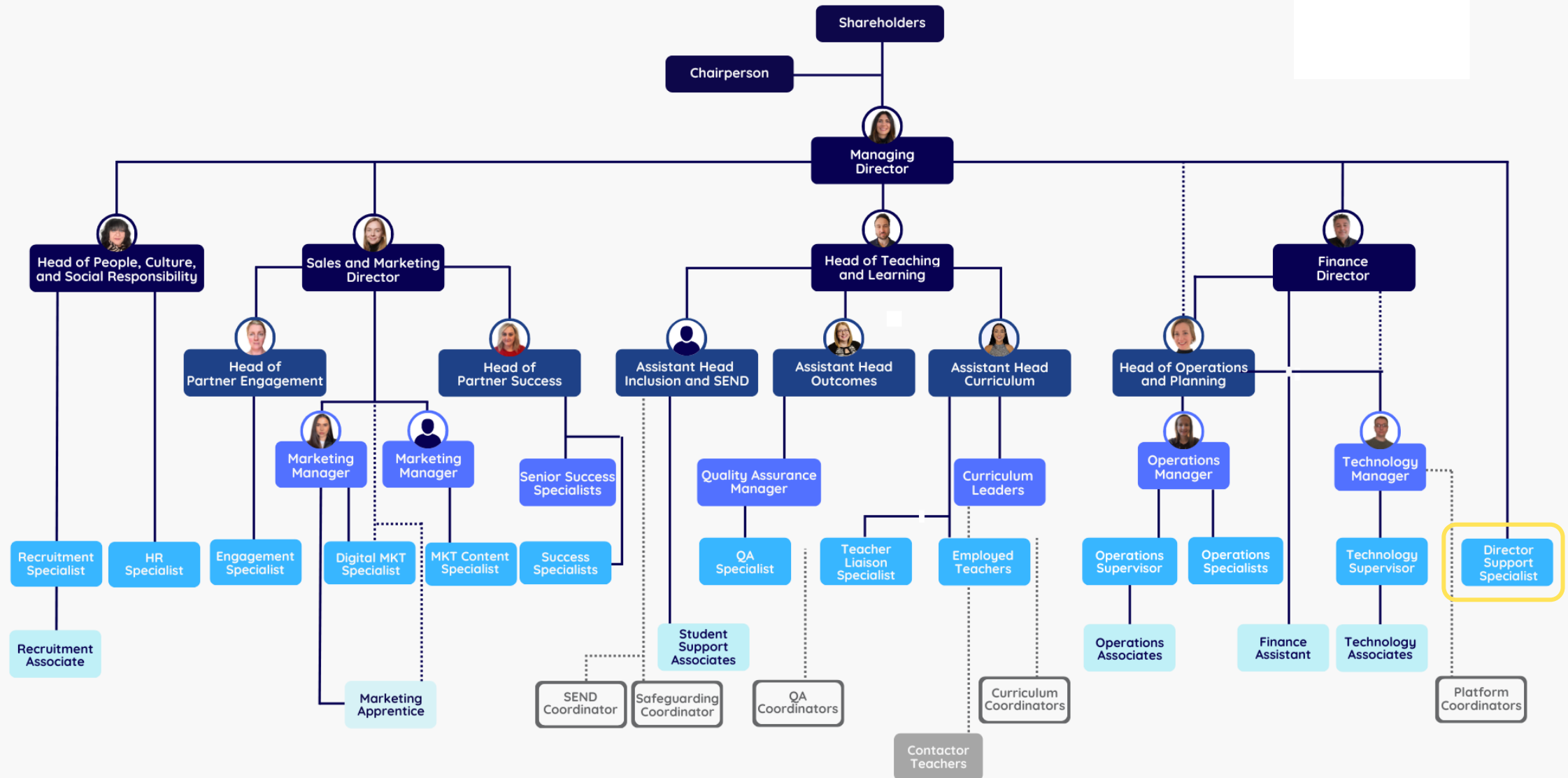
Pension contribution

Private health care

Amazing colleagues!

TEAM TUTE

WE DON'T LIKE HIERARCHY BUT THIS IS HOW OUR TEAM LOOKS



TEAM INSIGHTS

WHAT OUR AMAZING TEAM THINKS OF WORKING WITH TUTE



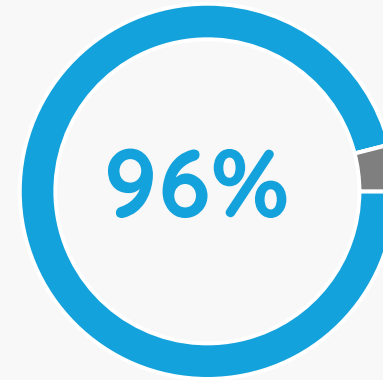
Are satisfied working at Tute



Have confidence in SLT



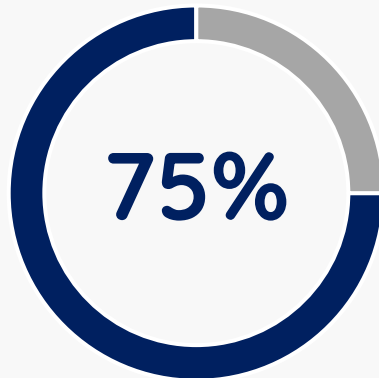
Feel respected as an employee



See Tute in future career plans



Would recommend Tute to a friend



Say Tute compares better to other employers

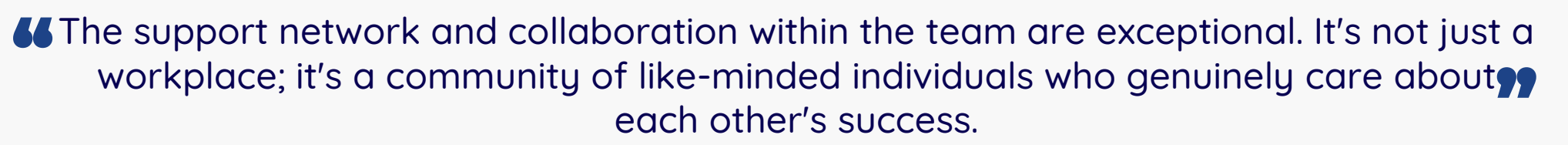
25% say Tute is about the same

4.83



Average rating of Tute as an employer

WHAT TUTE DOES WELL FOR ITS TEAM





TEAM INSIGHTS

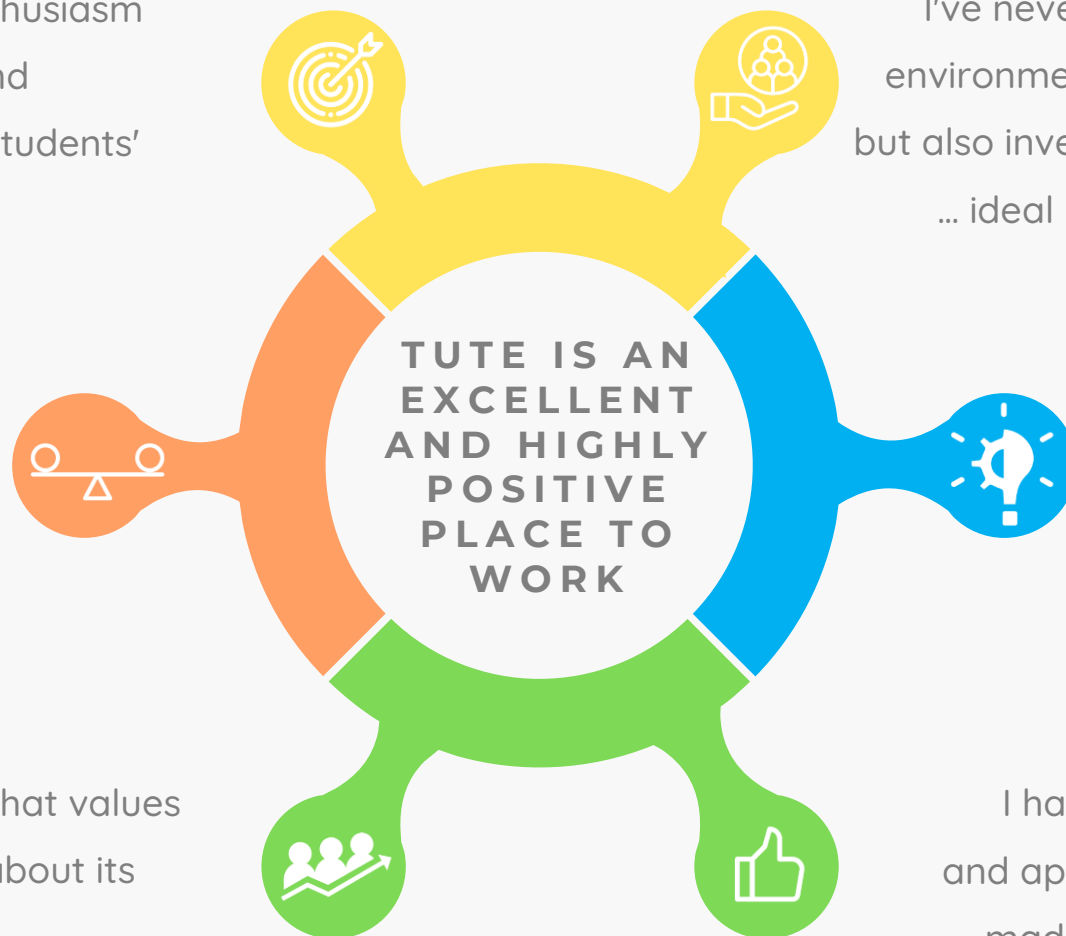
PEOPLE LIKE WORKING HERE



Working for Tute has reignited my enthusiasm for teaching. I now have the energy and motivation to make a real impact on students' lives, and that's incredibly rewarding.

The flexibility is a game-changer. I can balance family life while pursuing my passion. It's the perfect blend of work and life.

It's refreshing to work for a company that values transparency and keeps us informed about its priorities and growth strategies.



I've never experienced such a supportive work environment. Tute not only values its employees but also invests in their professional development, ... ideal place for personal and career growth.

The company has a genuine vision. This vision/sense of mission is not empty rhetoric, it is lived by everyone in the company.

I have felt supported throughout the year and appreciate how welcome everybody has made me feel since I have started working

HOW TO APPLY

IF YOU LIKE WHAT YOU'VE READ, THINK YOU'RE A GOOD FIT, AND WOULD LIKE TO JOIN OUR TEAM,
PLEASE FOLLOW THE BELOW STEPS:



Download

[Find our application form here](#)

Complete

Tip: personal statement is important! Make it relevant to Tute.

Upload

To the same webpage as step 1 by
17:00 on 29.05.24

We do not accept CVs

Tute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and contractors to share this commitment.

Working with Tute is exempt from the Rehabilitation of Offenders Act 1974 and therefore subject to possession of an enhanced certificate of disclosure issued by the Disclosure and Barring Service (DBS) and barred list check.

Tute adheres to the statutory safer recruitment procedures issued by the DfE. Tute promotes policies of equality opportunity for both staff and students.

Tute creates equality in education by bringing the best teaching and learning to all children and young people. It is our expectation that everyone in our team supports our policy to treat all students, staff, and commissioning bodies fairly and equally.