



## Executive Assistant Recruitment

### CEO LETTER

Dear Applicant,

Thank you for your interest in the role of Trust Executive Assistant at Yorkshire Learning Trust.

This is a key role within our organisation. You will work closely with myself and the Central Team to support the effective running of the Trust, ensuring that communication, organisation and coordination are of a consistently high standard.

The role carries a high level of trust and responsibility, particularly in relation to communication, confidentiality and coordination across the organisation.

The role sits at the centre of the Trust. It requires someone who is highly organised, communicates clearly and professionally, and takes pride in ensuring that things are well planned, well communicated and followed through.

You will be supporting a wide range of activity, from day-to-day executive support through to coordination of meetings, stakeholder events and elements of Trust-wide work. You will also contribute to the development of systems and processes that help the organisation operate effectively.

We are looking for someone who brings professionalism, sound judgement and a positive approach to working with others. In return, this role offers variety, responsibility and the opportunity to make a meaningful contribution to the work of the Trust.

I hope that you find the information helpful and I look forward to receiving your application.

We welcome informal contact and discussion should you wish to find out more about this exciting opportunity, either with the current post-holder or myself, via [c.earl@ylt.org.uk](mailto:c.earl@ylt.org.uk)

Yours sincerely,  
Ian Yapp  
Chief Executive Officer