

57 High Street  
Arnold  
Nottingham  
NG5 8JF

Pinetree Primary  
Pinetree Road  
Nottingham  
NG1 2FS

27<sup>th</sup> May 2021

Dear Sir or Madam

**Re: Admin Assistant Position**

I am writing in response to your advert for an Administrative Assistant dated 19<sup>th</sup> May 2021 on indeed.com. I have 4+ years' experience as an Administrative Assistant at Bluecoat Wollaton Academy.

In my current role, I am one of a team of three acting as first point of contact for around 1,500 students and other visitors upon arrival to Bluecoat. I look after reception which includes dealing with face-to-face enquiries, managing visitors, handling calls and processing school emails. I am competent in following lateness and attendance protocols.

On a day-to-day basis, I provide general information and guidance to staff, students and other stakeholders, support booking for meetings, student interviews and school tours, and arrange room bookings ensuring cleanliness and appropriate refreshments. For new pupils, I support the school's procedures in student enrolment, induction and transition. In addition, I help arrange and run school events, including vaccinations, photos, awards evenings and open evenings.

I provide a wide range of administrative support, including inputting data with accuracy, using ICT packages (e.g. Microsoft Word, Excel and Databases), maintaining stationary and supplies, and processing school uniform sales.

As a member of the school team, I am fully aware of the need to work with confidentiality at all times and in addition, I have a good working knowledge of health and safety procedures, and I have undertaken both first aid and fire warden training.

I believe my experience at Bluecoat makes me an ideal candidate for Pinetree Primary and I would love the opportunity to discuss my suitability for the role with you further.

Yours sincerely

Alison Greene