

Cover Letter

To: Adele Carr Recruitment

RE : Executive Assistant

Dear Sir/Madam,

Please find enclosed my CV below for the above position as advertised. I found your job posting on Indeed, and I believe that my experience and transferrable skills make me the perfect candidate for this position. Having an extensive administrative background and passion for supporting executives, I am confident that I will be a valuable asset to your team.

I currently work in a high school as a Cover Supervisor, this is a high-pressured role which involves managing and controlling class behaviour making sure productivity is reached to each individual's capability. I have to organise my workload accordingly making sure there is sufficient work for each lesson throughout the school day. It is important that the work is engaging and productive, using my own initiative to adapt the lesson where necessary. My motto is always, "you get out what you put in."

I thrive in fast-paced environments, and at times, have to cover lessons with little notice, therefore I am very adaptable and innovative. On occasions, no work has been set, therefore I have to think fast and come up with a lesson which fits in with the subject area. My time management has to gauge in conjunction with the school bells, moving on to the next lesson in different rooms and buildings in a proactive manner, maintaining high professional standards at all times.

As my CV shows, I have worked in both the public and private sectors in an administrative capacity. This being from supporting departments/managers/directors/ supervising a team including; typing, photocopying, re-adapting resources, composing letters and data

spreadsheets. Throughout my working career, I have booked school trips, accommodation, transport, organise risk assessments and collect/record payments therefore I have very good oral and written communication skills.

I am also a member of my local village's church committee, whereby I help coordinate, organise and advertise village events to help raise funds and give back to the community.

In my spare time, I like to bake, making celebration cakes and to get out into nature whilst also embracing my interest in photography. Above all, I like to spend quality time with my family.

I am confident that my strong organisational skills, attention to detail, and ability to thrive in fast-paced environments make me an ideal candidate for this position.

I really appreciate you taking the time to review my application for this position. I look forward to hearing back from you and further discussing my skills and qualifications.

Kind regards,

Marie Isherwood

MARIE ISHERWOOD

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17/12/1979

Summary

Experienced Cover Supervisor, Teaching Asst & Admin Assistant offering 10-year background in secondary school education having the experience of working in the public and private sector also. Accomplished in quick building rapport with students, parents and school faculty and staff. Passionate about helping children develop physical, social, emotional and intellectual skills.

Enthusiastic Admin Assistant with good grasp of organisational, oral and written communication skills. Computer literate in Microsoft and Google packages and a friendly and motivated team player with a professional demeanour and superior attention to detail.

Experience

(career gap -full time mum for 6yrs from 2006- 2012)

**Cover Supervisor - 04/22 to date
Bowland High School, Lancashire, Clitheroe**

- Supervising work that has been set in accordance with the school policy.
- Managing the behaviour of pupils while they are undertaking this work to ensure a constructive environment.
- Responding to any questions from pupils about process and procedures.
- Dealing with immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

English & Maths Curriculum Assistant 09/2016 - 04/22

Bowland High School, Lancashire, Clitheroe

- Manage and support pupil behaviour, applying appropriate and effective measures in cases of misbehaviour.
- Updating learning resources to achieve curriculum goals.
- Organising after school club activities and field trips.
- Sourcing and developing of creative teaching materials, including workbooks, presentations and visual aids.
- Undertaking administrative tasks including composing letters, entering and updating data, creating spreadsheets, producing reports, photocopying and contacting parents.
- Providing administrative support to both managers, ensuring smooth running of the schools English and Maths departments.
- Providing adequate cover work in the absence of teachers and at times cover lessons.
- Provide one to one support in lessons with pupils'

Senior Officer / Teaching Asst 07/2012 to 08/2016**Our Lady & St Johns Blackburn, Lancashire**

- Provided in-class support for students with behaviour plans to minimise anti-social and disruptive behaviour.
- Supervised and supported SEN pupils to complete in-class activities.
- Performed in-class marking, exam invigilation and organised routine tests.
- Researched and sourced learning materials to support lesson plans.
- Assisted and mentored students.
- Provide and sort cover for the absence of teachers -liaising with teaching agencies.
- Cover reception as and when required, answering the phone and greeting visitors.
- Provide Health and Safety support- investigating incidents and accidents and assist in the up keeping and maintenance of school buildings.
- Complete the necessary paperwork for any educational trips and collaborate with the local authorities' Educational visits co-ordinator.

Admin Officer 06/2002 to 12/2006**Lancashire County Council Social Services Rishton, Blackburn**

- Monitored system functions and performance levels.
- Maintained and built positive client relationships.
- Managed team of dedicated employees, overseeing, allocating and monitoring workloads
- Provide cover for the office manager as and when required
- To undertake the collection and evaluation statistics and to review admin systems.
- Monitor and control budgets, banking monies and update petty cash book.
- Undertake Health and Safety duties as and when required.

Admin Assistant/PA to HR Director 06/1996 to 06/2002**Ultraframe, Clitheroe, Lancashire**

- Answered and managed incoming and outgoing calls while recording accurate messages.
- Answered phones and performed clerical office functions.
- Reviewed and updated client correspondence files and scheduling database.
- Organised files, faxed reports, and scanned documents, maintaining a tidy front desk and reception area.
- Greeted visitors and appropriately directed to designated areas.
- Made copies, sent faxes, and handled incoming and outgoing correspondence.
- Performed administrative tasks such as filing, developing spreadsheets, faxing reports, photocopying collateral and scanning documents for inter-departmental use.
- Handled client correspondence and internal communications in a professional manner.
- Answered incoming phone calls and sorted, distributed and sent mail correspondence.
- Plan, manage and coordinate the HR Director's calendar to ensure all activities are executed and achieved.
- Act as first point of contact, taking messages and prioritising accordingly, managing the diary and booking travel/accommodation where necessary.

Skills

- Active Listening
- Professional and Polite
- Communication
- Time Management
- Organisational
- Problem Solving
- Flexibility and Creativity
- Computer Skills
- Working under Pressure/tight deadlines
- Good Literacy and numeracy skills
- Patience and a sense of humour
- Ability to multi-task
- Be Proactive
- Confidentiality
- Efficiency

Education

Teaching Asst Level 3 - 2017 - Blackburn College, Blackburn

Teaching Assistant Level 2- 2014 - Blackburn College, Blackburn

NVQ Level 3 Business Admin -2001 - North Lancs Training Group,
Blackburn

HNC in Business and Finance – 2001 - Burnley College, Burnley

RSA I & II Text processing - 1999 - Blackburn College ...Blackburn

NVQ Level 2 Business Admin – 1998- North Lancs Training, Blackburn

GCSEs – 1992 - Ribblesdale High School, Clitheroe

Food Hygiene Level 2 – Online Course – 2022

Functional Skills Maths -Blackburn College - 2019