

Student Name: Nafisa Ali Hussain
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Lecturer's Name: Olu Adegbite
Module Code: LCLM 4005
Module Name: Employability and Career Development

Nafisa Ali Hussain

Contact

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Birmingham

07507309336

Personal Statement

With nine years' administrative experience in schools, I have a thorough understanding of how to maintain an efficient and well-organised office environment. I am fully conversant with GDPR, school policies and procedures, and manage all records and financial matters accurately and confidentially. I communicate professionally and courteously with parents, staff, governors, and external agencies at all times. As Office Manager, I will ensure the office operates as a reliable, welcoming hub that effectively supports the leadership team, staff, and pupils alike.

Work Experiences

Admin Assistant – April 2015- 2026

Monarch Education Recruitment

- Welcoming parents and visitors.
- Monitoring intercom for gates
- Dealing with incoming and outbound posts & emails
- Operating and managing inbound/outbound calls.
- Management of the administrative team ensuring sufficient workloads relating to parent pay. (financial systems)
- Preparing a weekly report for the progress of the Activation/Debts relating to ParentPay.
- Monitoring the intercom for the gates.
- Assessing criteria and viability of parents on OFSM Completion of Comprehensive and accurate accident report for SLT and school governors.
- Producing and processing letters on Microsoft Offices
- Photocopying, laminating, and printing booklets for the entire school
- Once a week checking and ensuring all printers in the school are working correctly
- Meeting notes
- Recording confidential data

Admin Officer December 2016- February 2017

Brookstreet - Office of the Public Guardian/Ministry of Justice

- Created and set up accurate, well-structured case files in line with official MoJ/OPG standards
- Scanned, processed, and distributed documentation via email, ensuring secure and prompt delivery to management

Verified, updated, and corrected client records to maintain data integrity and compliance with confidentiality regulations

- Maintained a systematic filing system, both digital and physical, ensuring information was easily retrievable and securely stored.

Education

Certified Qualification in Dental Reception

-

Midlands Connect, Birmingham Subjects & Grades;

- Personal qualities, skills, and knowledge
- Salary expectations and career prospects
- Computer system and patients records
- Basics on dental treatments
- Registrations, check ups, missed appointments
- medical history

Hairdressing NVQ Level 3-Sept2009-July2011

University College of Birmingham- Birmingham

Achievements;

- Introduction to Hairdressing
- Time management
- Deciphering and understanding the science of Hairdressing
- Work done on live clients
- Providing a high quality cut and finish to the client

B-TEC (ND), Fashion Design Pass-Sept 2005 - July 2007

Matthew Boulton College - Birmingham

Achievements;

- Introduction to Fashion Design
- Understanding the basics of design in Fashion
- Introduction to Briefs
- Working on Live client orientated briefs
- Creating contemporary Fashion styles

Secondary Education - GCSE's, - Sept 2000 – July 2005

Perry Beeches Secondary School, Birmingham

Subjects & Grades.

- 6 GCSE's Grades B - C

Personal Interests

I take pride in leading community projects, including organising charity and fundraising events. I also follow developments in the hair and beauty industry and enjoy home baking as a creative outlet that builds precision and attention to detail. Outside this, I keep active through regular exercise, which helps me stay focused and organised.

References Available on Request

Cover Note

Nafisa Ali Hussain

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8 Howden Place

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Dear Hiring Manager,

I am writing to express my interest in the School Office Manager role at your primary school, as advertised on Reed.co.uk. With 9 years of extensive experience working within educational administration, I bring the organisation, reliability, and knowledge required to lead your office smoothly and efficiently.

During my career, I have managed full office operations, including pupil admissions, attendance tracking, leavers' processes, and maintaining accurate records using systems such as SIMS, ARBOR, and BROMCOM exactly as required. I regularly produce reports, analyse data, and support senior leadership with diary coordination, communications, and financial administration including invoicing and purchase orders.

I am fully up to date with safeguarding, GDPR, and school policy compliance, and confident in liaising professionally with parents, governors, staff, and external agencies. I have line-managed administrative teams, thrive in fast-paced environments, and use Microsoft Office, Outlook, and Teams daily to deliver accurate, timely work.

I am proactive, detail-orientated, and committed to supporting your school community so the office runs seamlessly. I would welcome the opportunity to bring my experience and dedication to your team.

Yours sincerely,

Nafisa Ali Hussain

Please see below screenshots of the job I have applied for.

School office manager- Walsall

Aspire people

8 June by Aspire People Limited

£ £18 - £22 per hour

Walsall, West Midlands (County)

Temporary, full-time

✓ Skills: SIMS, ARBOR + 5 more

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Full job description

A busy and welcoming primary school in Walsall is seeking an experienced Office Manager to lead the day-to-day operations of the school office. This is a key role within the school, requiring a highly organised, proactive, and professional individual who can manage administrative functions, support school leadership, and ensure the smooth running of the office environment.

This position would suit someone with previous school office management experience who is confident working in a fast-paced environment and can effectively manage competing priorities.

Key Responsibilities

Lead and manage the daily operations of the school office.

Line manage and support administrative staff.

Ensure all reception and administrative functions operate efficiently.

Oversee pupil admissions, attendance, and leavers processes.

Maintain accurate pupil and staff records.

Manage and monitor school communications, including emails, telephone enquiries, and correspondence.

Support the Headteacher and Senior Leadership Team with administrative and operational tasks.

Produce reports and analyse data using school management systems.

Coordinate meetings, events, and diary management.

Assist with budget monitoring, purchase orders, invoicing, and financial administration.

Ensure compliance with safeguarding, GDPR, and school policies.

Liaise with parents, governors, staff, external agencies, and visitors.

Support HR administration, including recruitment paperwork, personnel records, and

School office manager- Walsall

Aspire People Limited

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Support HR administration, including recruitment paperwork, personnel records, and absence monitoring.

Essential Requirements

Previous experience working as an Office Manager, School Office Manager, Senior Administrator, or similar role within an educational setting.

Strong knowledge of school administration procedures.

Experience using ARBOR, SIMS, and BROMCOM.

Excellent organisational and time management skills.

Strong leadership and staff management experience.

High level of accuracy and attention to detail.

Excellent written and verbal communication skills.

Proficient in Microsoft Office applications including Word, Excel, Outlook, and Teams.

Ability to work independently and manage multiple priorities effectively.

Thorough understanding of safeguarding and confidentiality requirements.

Desirable Requirements

Experience supporting school finance processes.

Experience managing admissions and attendance.

Knowledge of HR administration within a school environment.

Relevant administration or business qualification.

What We Are Looking For

The successful candidate will be professional, approachable, highly organised, and capable of leading a busy school office. They will have a strong understanding of school systems and procedures and be able to provide excellent support to staff, pupils, parents, and visitors.

Important Information

No training will be provided. Applicants must have previous relevant experience and be able to undertake the role immediately.

Appointment is subject to satisfactory references and pre-employment checks.

Candidates who do not currently hold an Enhanced DBS certificate will be required to obtain and pay for their own Enhanced DBS check prior to employment.

This role is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment.

Aspire People Limited provides services as an Education Agency and an Education Employment Business. Aspire People is committed to safeguarding and promoting the welfare of pupils and expects every candidate to share this commitment.

Placements are subject to appropriate Child Protection screening, including checks with former employers and the Disclosure and Barring Checks.