



**Job Title:** Administration Officer for HeppSY Project

**Reporting to:** Deep Experience Leads and AAPs Deep Experience in both academies

**Salary:** SCP 7 - 11

**Overall purpose of the post:**

HeppSY is part of a national programme funded by the Higher Education Funding Council for England (HEFCE) to support young people most at risk of missing out on higher education. It builds on the work of the existing Higher Education Progression Partnership (HEPP) involving Sheffield Hallam University, the University of Sheffield and the South Yorkshire colleges of further education.

HeppSY's remit is to work with young people from Year 9 who live in the 45 target wards designated by HEFCE. The evidence shows that higher education participation of young people in these areas is both low and much lower than expected based on GCSE-level attainment.

The objectives of this project by 2020 are to:

- double the number of young people accessing higher education from the 45 target wards
- increase progression by black and minority ethnic groups by 20%
- address the under-representation of young men progressing to higher level studies

Your role would be to provide professional and efficient administrative support for the Academy in developing the HeppSY project.

**Main duties and responsibilities:**

- To support the Deep Experience leads and Associate Assistant Principals to develop the activities in both academies and manage the administrative duties commensurate to the role.
- To work across two academies - 2.5 days in each academy
- To undertake termly reviews with HeppSY learners
- To undertake admin duties as required to enable HeppSY learners to attend in/out of academy events as appropriate

- To engage with parents/carers
- To attend HeppSY networking events with the Associate Assistant Principals
- To participate in cross OGAT networking activity
- Provide general clerical and administrative support to members of staff at the academies.
- Provide effective minute taking of meetings as required.
- Ensure confidentiality is maintained at all times.
- Organise and maintain effective filing systems, both paper and electronic in order to provide an efficient working environment.
- Any other duties, relevant to the post, which may be required.

### **Personal Contacts**

**External:** Parents/carers, external agency professionals, other government and local authority staff, other staff from academies and schools, and any other visitors to the Academy.

**Internal:** Students, staff, Board and Academy Council members, staff from other schools within the Family.