School of Archaeology Administrative Staff

Head of School
Professor Amy Bogaard

Divisional Registrar
David White

Head of Administration
Dr Tim Davies
tim.davies@arch.ox.ac.uk

- Overall responsibility and line-management of the Administrative support function of the School
- Takes lead on complex issues escalated though Admin team
- Advises and assists HoD and senior staff with strategic & operational planning (e.g. REF, EdC review, Athena Swan application, Strike Action, annual budget and strategic planning)
- Design and implenetation of School-wide practices to fulfil School, Divisional and University requirements
- Secretary to School Board and School Committee

Research, Projects and Publications

Research Administrator
Dr Laura Morley (Mon-Thurs, 9-2)
research@arch.ox.ac.uk

Support for:
- Funding opportunities
- Grant applications
- X5 costings
- Career development opportunities for research staff
- Non financial post-award support
- School Monograph Series
- Open Access queries
- First point of contact for Symplectic Elements
- Research Excellence Framework

Editorial Coordinator
Samantha Bowring (Mon 10-2, Wed and Fri 10-4)
samantha.bowring@rlaha.ox.ac.uk

- Assists the editors of Archaeometry in managing the sub-editing and submission process
- Provides advice on publishing papers, reviewing papers and open

EAMENA Administrator
Melisa Holloway (Mon, Tues, Thurs, half-day: Wed and Fri)
melisa.holloway@arch.ox.ac.uk

- Administrates and supports the Endangered Archaeology in the Middle East and North Africa (EAMENA) project
- Manages the project's social media, database membership and website

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Degree Courses

Degree Programme Manager
Dr Claire Perriton (Mon-Thurs)
claire.perriton@arch.ox.ac.uk
- Management of the postgraduate and undergraduate degrees and their administration
- Support for DGS, DUGS and course directors in all aspects of the degree course life cycle

Graduate Administrator (Research Degrees)
Barbara Morris
barbara.morris@arch.ox.ac.uk
- On-course administration for postgraduate research courses - admissions: inductions; milestone assessments; funding and visa arrangements
- First line queries from applicants, staff and on-course students and supervisors

Graduate Administrator (Taught Degrees)
Vacant
- On-course administration for postgraduate taught courses including admissions and assessments
- First-line queries from applicants, staff and on-course students and supervisors

Undergraduate Studies Officer
Rachel Maughan (Mon-Fri, 9-12:40)
ugsupport@arch.ox.ac.uk
- On-course administration for UG degree
- First-line queries from applicants, staff and on-

Degree Programme Assistant
Anne Durrant (Tues, Thurs, Fri)
anne.durrant@arch.ox.ac.uk
- Administrative support across all postgraduate and undergraduate degrees

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HR

HR Officer
Marie-Pier Bélanger (Mon-Thurs, 9-3)
hr@arch.ox.ac.uk

- First point of contact for all employee life-cycle matters for Academic Posts including:
    - Recruitment
    - Induction
    - PDR/IPO advice
- First point of contact for casual workers/overtime payments
- Academic visitor and Research Associate applications

HR Officer
Dag Martinsen (Wed-Thurs)
hr@arch.ox.ac.uk

- First point of contact for all employee life-cycle matters for G1-9 posts including:
    - Recruitment
    - Induction
    - PDR
    - Extensions
    - End of FTC
- (tbc) Secretary to EDI Committee

Communications

Communications Officer
Robyn Mason
robyn.mason@arch.ox.ac.uk

- Coordinate and develop School communications and publicity – newsletters, promotional hard copy materials, the School website and School social media platforms.
- Coordinate School outreach, access and PER programmes
- Coordinate School events such as big public lectures, celebrations and anniversary

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Finance

Finance Manager
Stephen Hick
stephen.hick@arch.ox.ac.uk

- Monitoring School's financial performance working closely with HoD, HoA and central finance
- Budget forecasts
- Advice on research application budget/costings
- First point of contact for:
    Costing grant applications
    External grant applications
    Post-award administration and financial reporting to PIs and sponsors for external research grants

Finance Administrator
Hayley Sula
hayley.sula@arch.ox.ac.uk

- Purchasing goods/services (<£10k)
- Arranging tenders for goods and services
- Travel organisation through Key Travel
- University Credit card queries
- Expenses process
- Processing all internal and external invoices
- Advances and pre-paid temporary credit cards for trips
- University's online shop

ORAU Administrator
Diane Baker (Mon, Tues, Thurs, Fri)
diane.baker@rlaha.ox.ac.uk

- Deputises as necessary for Head of Administration
- First point of contact between ORAU and its customers
- Advises on ORAU policy and procedures
- Manages all communications and ORACLE

ICT

Head of ICT
Jeremy Worth
jeremy.worth@arch.ox.ac.uk

- Management of all IT services and facilities
- Advice on IT related equipment and research computing
- Purchasing of all IT related equipment
- Safety, Security and Facilities' Management
- Administration of Fieldwork risk

IT Support Technician
Alexander Marshall
help@arch.ox.ac.uk

- 1st line IT support through helpdesk
- Setup and installation of new equipment
- Asset management and equipment maintenance
- Electrical Testing

Archaeological Photographer
Ian Cartwright
aiu@arch.ox.ac.uk

- 1st line A/V support
- General finds and fieldwork photography
- Specialist imaging (360, RTI, 3D etc.)
- All digital imaging services

Reception Team

Institute of Archaeology:
- Caroline Reeve (Mon-Wed)
- Michael Leadbetter (Thurs-Fri)
reception@arch.ox.ac.uk

1 South Parks Road:
- Jane Yates (Mon-Wed)
- Vacancy (Thurs-Fri)
spr-reception@arch.ox.ac.uk

- First point of contact for visitors to the School
- Enquiry management
- Room booking management
- Office management
- Receiving deliveries
- AV support

PA Support

PA to Professor Gosden
Elizabeth Allen (Mon-Fri, 9-12:40)
elizabeth.allen@arch.ox.ac.uk