School of Archaeology administrative support

**Head of Administration**
Dr Claire Perriton (0.8 FTE)
- Overall responsibility and line-management of the Administrative support function of the School
- Takes lead on complex issues escalated through 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 implementation of School-wide practices to fulfil School, Divisional and University requirements

**Secretary to School Board and School Committee**

**PA to Head of Administration**
Anne Durrant (0.5FTE)

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**Research and Publications**

**Research Administrator**
Dr Laura Morley (0.8 FTE)
- Support for:
  - Funding opportunities
  - Grant applications
  - Career development opportunities for research staff
  - Non financial post-award support

**Communications**

**Communications Officer**
Robyn Mason (0.6FTE)
- Development and coordination of School’s Outreach programme
- Management of the School’s social media: website and promotional brochures

**IT**

**ICT Manager and H&S Officer**
Jeremy Worth
- Management of all IT equipment, network and servers within the School
- Advice on purchase of IT related equipment particularly those relating to research grant applications and equipment/data requirements.
- Safety, Security and Facilities’ Management
- Authorisation of all fieldwork and travel risk assessments
- Day to day IT support through helpdesk

**ORAU Administrator**
Emma Henderson
- First point of contact between ORAU and its customers
- Advises on ORAU policy and procedures
- Manages all communications and ORACLE invoicing process

**IT Support Technician**
Alexander Marshall

**Archaeological Photographer**
Ian Cartwright

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**Degree Courses**

**Graduate Administrator (Research Degrees)**
Barbara Morris
- 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)**
Ryan Brown
- On-course administration for postgraduate taught courses including admissions and assessments
- First line queries from applicants, staff and on-course students and supervisors

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**HR**

**HR Manager**
Diane Baker
- Deputises as necessary for Head of Administration
- Day-to-day management and advice on HR matters
- Recruitment and appointment of permanent, fixed term and temporary/casual staff
- Advice on contractual extensions and amendments
- Inductions
- First point of contact for administering University procedures relating to reward/diversity/performance/grievance/sick leave etc.

**HR Administrator**
Vacancy (0.6 FTE)
- Provides assistance on all day to day HR matters
- First point of contact for casual workers/overtime payments
- Academic visitor and research associate applications
- Secretary to Athena SWAN working group and Health & Safety Committee

**Finance**

**Finance Manager**
Stephen Hick
- 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:
  - Coordinating XS for grant applications
  - External grant applications
  - Post-award administration and financial reporting to PIs and sponsors for external research grants

**Finance Administrator**
Hayley Sula
- 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

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**Reception Team**

**Undergraduate Studies Officer**
Rachel Maughan (0.5 FTE)
- On-course administration for UG degree
- First line queries from applicants, staff and on-course students

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**ORAU Administrator**
Emma Henderson
- First point of contact between ORAU and its customers
- Advises on ORAU policy and procedures
- Manages all communications and ORACLE invoicing process