

# School of Archaeology administrative support

**Head of School**  
Prof Amy Bogaard

**Divisional Registrar**  
Dr Catherine Paxton

**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)

## Research

**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
  - School Monograph Series

**REF Support Administrator**  
Rachel Maughan (0.4 FTE)

- Support for:
- Collation of REF outputs
  - Production of case studies
  - Preparation of School's REF Environment Statement

## 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

**Graduate Administrator (Taught Degrees)**  
Ryan Brown

- On-course administration for post-graduate taught courses including admissions and assessments
- First-line queries from applicants, staff and on-course students and supervisors

**Undergraduate Studies and Communications Officer**  
Robyn Mason

- On-course administration for UG degree
- First-line queries from applicants, staff and on-course students
- Development and coordination of School's Outreach programme
- Management of the School's social media; website and promotional brochures

## 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/absence/performance/grievance/sickness management/PDRs/Parental 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:
  - Costings using X5 for grant applications
  - External grant applications
  - Post-award administration and financial reporting to PIs and sponsors for external research grants
- Purchasing goods/services >£10K

**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
- University's online shop

**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

## ICT

**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: [help@arch.ox.ac.uk](mailto:help@arch.ox.ac.uk)

**IT Support Technician**  
Alexander Marshall

**Archaeological Photographer**  
Ian Cartwright

## Reception Team

Jessica Dunham  
Erin McGowan  
Emese Vegh  
Jane Yates