# 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 fulfill School, Divisional and University requirements
- Secretary to School Board and School Committee

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

### 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

**Research Administrator**
Rachel Maughan (0.4 FTE)

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

**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

**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 UC 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

### Degree Courses

**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/surveymoney payments
- Academic visitor and research associate applications
- Secretary to Athena SWAN working group and Health & Safety Committee

### HR

**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 card for Ings
- 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

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### Finance

**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

**IT Support Technician**
Alexander Marshall

**Archaeological Photographer**
Ian Cartwright

### Reception Team

- Jessica Dormand
- Erin McGowan
- Emese Vegh
- Jane Yates