## School of Archaeology
### Administrative Team

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Prof Amy Bogaard</td>
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<tr>
<td>Divisional Registrar</td>
<td>Catherine Paxton</td>
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### 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, Edi 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 (0.5 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

- **Graduate Administrator (Research Degrees)**
  - Barbara Morris
    - On-course administration for postgraduate research courses: admissions, induction, examinations, 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

### Degree Courses

- **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 material

### HR

- **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

- **HR Officer**
  - Marta Galante (until Aug 2020)
    - 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/whitsun management/PDRs/Parental leave etc.

### 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/contingencies
    - First point of contact for:
      - Contingencies using S5 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

### ICT

- **ICT Manager**
  - 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

### Reception

- **Archaeological Photographer**
  - Iain Cartwright

### Research Degree Courses

- **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

### HR

- **HR Administrator**
  - Rachel Maughan (0.4 FTE)
    - Support for:
      - Collation of REF outputs
      - Production of case studies
      - Preparation of School’s REF Environment Statement

### Finance

- **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

- **ORAU Administrator**
  - Diane Baker (covering until Aug 2020)
  - Emma Henderson (returning Aug 2020)
    - Deputises as necessary for Head of Administration
    - First point of contact between ORAU and its customers
    - Advice on ORAU policy and procedures
    - Manages all communications and ORACLE invoicing process

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Last updated 02 June 2020