### 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, EdD 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

#### Research Administrator (Research Degrees)
Barbara Morris

- On-course administration for postgraduate research courses - admissions, inductions, exhibition assessments, funding and visa arrangements
- First line queries from applicants, staff and on-course students

#### Research 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

### 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 brochures

#### Graduate Administrator (Research Degrees)
Barbara Morris

- On-course administration for postgraduate research courses - admissions, inductions, exhibition assessments, funding and visa arrangements
- First line queries from applicants, staff and on-course students

### HR

#### 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/ 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

### 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

#### IT Support Technician
Alexander Marshall

- Archaeological Photographer
Ian Cartwright

#### Archaeological Photographer
Ian Cartwright

- 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
- Advises on ORAU policy and procedures
- Manages all communications and ORACLE invoicing process