School of Archaeology administrative support

Head of School
Prof Amy Bogaard

Divisional Registrar
Laura Gibbs (interim)

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 though Admin team
• Advises and assists HoS 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 Administrator
Dr Laura Morley (0.8 FTE)

Support for:
- Funding opportunities
- Grant applications
- Career development opportunities for research staff
- Non financial post-award support

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 Officer
Rachel Maughan (0.5 FTE)

- On-course administration for UG degree
- First-line queries from applicants, staff and on-course students

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/sickness management/PDR/Parental leave etc.

Finance Manager
Stephen Hick

- Monitoring School’s financial performance working closely with HoS, 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

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

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.

HT Support Technician
Alexander Marshall

Archaeological Photographer
Ian Cartwright

Communications Officer
Robyn Mason (0.3FTE)

- Development and coordination of School's Outreach programme
- Management of the School's social media, website and promotional brochures

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

Last updated 13/07/2021