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 though 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)

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**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

- **Research Administrator**  
Dr Laura Morley (0.8 FTE)

- **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 and supervisors

- **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 Officer**  
Rachel Maughan (0.5 FTE)

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

**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/diversity/performance/grievance/sick 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 estimations
  - 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**

- **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

- **IT Support Technician**  
Alexander Marshall

- **Archaeological Photographer**  
Ian Cartwright

*Last updated 14/05/2021*