School of Archaeology administrative support

Head of School
Professor Amy Bogaard

Divisional Registrar
David White

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 implenetation 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 and Publications

Research Administrator
Dr Laura Morley (0.6 FTE)

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

Communications

Communications Officer
Robyn Mason (0.6FTE)

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

Degree Courses

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-

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

Course Coordinator and Administrator (MSc Arch Sci)
Dr Victoria Sainsbury

- On-course administration for post-graduate MSc Arch Sci course including admissions and assessments
- First-line queries from applicants, staff and on-

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 Officer
Elise Cochrane

- First point of contact for all employee life-cycle matters for G1-9 posts including:
  - Recruitment
  - Induction
  - PDR
  - Extensions
  - End of FTC
- Academic visitor and Research Associate applications
- Secretary to EDI Committee

HR Officer
Marie-Pier Bélanger (0.5FTE)

- First point of contact for all employee life-cycle matters for Academic Posts including:
  - Recruitment
  - Induction
  - PDR/IPO advice
- First point of contact for casual workrs/overtime payments

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

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

ORAU Administrator
Diane Baker

- Deputises as necessary for Head of Administration
- First point of contact between ORAU and its customers
- Advises on ORAU policy and procedures
- Manages all communcations and ORACLE invoicing process

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

Reception Team

Isabel Budleigh
Erin McGowan
Caroline Reeve
Jane Yates