

ARCHAEOLOGICAL PROJECT SERVICES



Administration Assistant

Salary range: £22,100 (pro rata)

Location: Heckington, Lincolnshire

Duration: Permanent, Part-Time (16 hours)

Closing date: 16 February 2024

Join a team who make a difference.

Heritage Lincolnshire is a local charity working to conserve the rich history of the County for the benefit of people who live and work in the area. We work to advance our understanding and appreciation of archaeology, historic buildings, traditions and culture and offer a range of opportunities for education, volunteering, and leisure activities, to encourage people to become actively involved in its conservation.

Archaeological Project Services (APS) is the Commercial Archaeology team who offer a comprehensive range of consultancy and fieldwork services to clients across the construction industry, public bodies and private individuals throughout the country.

The Role:

We are looking for an experienced administrator to join our busy, hardworking and friendly team. Working primarily from our offices based in the beautiful village of Heckington, you will support the team in their day-to-day duties, including:

- Being the front of house and first point of contact for the business and acting as a representative of the trust
- To maintain databases as appropriate, update records and produce reports as required
- Arrange facilities, equipment and accommodation for the team
- Provide general administrative support to all areas of the business including scheduling vehicle maintenance

What we'd like from you:

- We'd like you to have experience of working in an administrative role for at least 12 months
- You will be confident working alone or within a team and be able to prioritise tasks
- We'd like you to work primarily from the office and ideally have a full clean, driving licence and access to your own vehicle
- Some knowledge of the Archaeology or Heritage sector would be an advantage but not essential

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What we offer in return:

- Competitive Salary
- Part-time, set hours between 8am and 4.30pm Monday – Friday
- 30-days of annual leave (including bank & public holidays), plus your birthday off each year
- A comprehensive training programme and developmental learning
- Company Pension
- Company Benefits scheme and optional healthplan cover

If you would like to join our team, please complete an application form and send with a covering letter to info@apsarchaeology.co.uk no later than **Friday 16 February 2024**.

Successful applicants will be contacted and invited to an in-person interview in Heckington.

Candidates must have proof of identity and eligibility to work in the UK by the start of their employment.

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JOB DESCRIPTION

Job title:	APS Administrator
Location:	The Old School, Cameron Street, Heckington
Responsible to:	Office Manager
Job Role:	To be responsible for the general administration of the APS office.

Key tasks:

- To be the first point of contact for telephone callers to APS and to deal with them in a pleasant and efficient manner. To record messages for staff.
- To check info@apsarchaeology.co.uk emails and forward to appropriate staff.
- To maintain databases as appropriate, update records and produce reports as required.
- Prepare site files prior to fieldwork, apply for accession numbers and notify museum managers of the site.
- Arrange accommodation for APS staff working away on site.
- Filing, maintenance and disposal of office files.
- Arrange for files to be archived upon final payment of invoices.
- Order stationery and equipment.
- Order PPE and maintain individual staff PPE records. Keep a record of PPE in stock. Order staff workwear.
- Maintain and collate staff attendance and timesheets records and coordinate APS leave / absence diary.
- Liaise with the accounts / finance team and update relevant records
- Check vehicle record sheets and schedule repairs and bookings.
- Check training record sheets and flag training needs, as appropriate.
- Check CSCS cards and, where appropriate, organise renewals
- To check the APS first aid boxes and re-order stock as required.
- To prepare tenders for watching briefs
- To collate the compliance requirements for Avetta, SMAS and other similar organisations.
- To act as a representative for the Trust, promoting the image and reputation of the Trust at all times.

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- To ensure the maintenance of proper standards of work in accordance with current health and safety requirements.
- To undertake other duties and responsibilities of a similar level as may from time to time be required.
- This role will involve occasional use of own vehicle for company business.