

## ARCHAEOLOGICAL PROJECT SERVICES



**Site Assistants & Supervisors based initially in Suffolk**  
**Archaeological Project Services, Heckington, Sleaford, Lincolnshire**

**Initial 2 month contract with potential for extension**

**Salary Range** : £17,646 p.a.to £20,561 p.a. for both roles depending on experience.

**Archaeological Project Services** is based in Heckington, Lincolnshire and offers a comprehensive range of archaeological services to clients across the East Midlands, East of England and nationally.

We are looking for Site Assistants and Supervisors to undertake all aspects of excavation work, beginning with a large excavation site in Suffolk.

You will have a minimum of 3 months excavation experience operating within a commercial contracting environment (preferably in the UK/Ireland). Familiarity with CAD and GPS survey equipment would be an advantage. A degree in archaeology or related discipline is preferred.

For these posts, flexibility to work away from base is essential. Accommodation and subsistence will be provided locally for those unable to commute. A full clean UK driving licence is essential. A current CSCS card and First Aid certificate would be advantageous for Supervisor positions, but training is available. Membership of ClfA is preferred.

To apply please send a full CV with names of two referees and a covering letter setting out your suitability for the post by email to [info@apsarchaeology.co.uk](mailto:info@apsarchaeology.co.uk), quoting APS/005/SA in the subject heading.

**Closing date for applications: Monday 20 February 2017**

If you have not heard from us within 3 weeks of the closing date, please assume your application has been unsuccessful.

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### Job Description

Job title: Site Assistant/Supervisor

Location: The Old School, Heckington, Sleaford, Lincolnshire (initially based in Suffolk)

Responsible to: Senior Manager

Job purpose: To undertake general excavation, as required.

#### Key Tasks:

- To undertake excavation, surveys and fieldwork as required to a standard compatible with archaeological guidelines
- To compile and assist in maintaining a proper record of excavation, surveys and fieldwork as required
- To assist in the smooth running of projects and their completion to deadline
- To undertake post-excavation data collation and processing as required
- Ensure the maintenance of proper standards of work in accordance with current health and safety requirements and archaeological practice
- To supervise and support volunteers working with the Trust within the office and on project delivery as appropriate
- To act as a representative for the Trust, promoting the image and reputation of the Trust at all times.
- To undertake other duties and responsibilities of a similar level as may be required from time to time.
- This role will involve use of own vehicle for company business

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## Person Specification – Site Assistant/Supervisor Essential & Desirable Criteria

This information should be read closely alongside details of the post and the job description.

<b>ESSENTIAL</b>
Educated to degree level (or can demonstrate appropriate experience)
Practical experience of stratigraphic excavation and associated standard recording procedures
Good communication skills
Ability to work as part of a team
Full clean driving licence
For Supervisor roles, at least 6 months experience of contract archaeology
CSCS Card (Supervisor)
First Aid certificate (Supervisor)
Knowledge of CAD and GPS survey equipment (Supervisor)
<b>DESIRABLE</b>
Degree in archaeology or associated discipline
Good knowledge of British archaeology
Knowledge of CAD and GPS survey equipment (Site Assistant)
CSCS Card (Site Assistant)
First Aid certificate (Site Assistant)
Membership of CIFA
Ability to use own vehicle for company use

# ARCHAEOLOGICAL PROJECT SERVICES



## **Company Overview**

The Heritage Trust of Lincolnshire (HTL) was established in 1991 as an independent charity (registration No. 1001463) and a company limited by guarantee (No. 2554738). Archaeological Project Services (APS) began trading in 1993, operating as the commercial section of HTL. Both divisions of the company are based in Heckington, Lincolnshire.

APS (a Registered Organisation with the Chartered Institute of Archaeologists), offers a range of services across England and Wales, predominately to the planning and construction sector including consultation, fieldwork and post-excavation analysis along with additional specialist expertise. They also offer advice and support to community and voluntary groups who wish to carry out fieldwork. HTL covers a broader heritage remit within Lincolnshire including historic site management and interpretation, education and outreach, a range of cultural events as well as operating a highly successful Buildings Preservation Trust. Both APS and HTL staff are actively engaged in a range of commercial, community outreach and academic projects.

## **Employee Benefits**

- Competitive salaries (above ClfA minima) for a 37 hour week
- From 28 days annual leave (including statutory holidays)
- Opportunities for training and career progression
- Where applicable ClfA or IHBC subscriptions
- Free accommodation and subsistence payments for projects away from base
- Free transport to and from site
- Paid travel time to site
- Driver allowance and driver overtime payment
- Full PPE including wet weather gear
- Company pension scheme
- Childcare vouchers