



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

Business Administrator

AND APPLICATION FORM



Recruiting with purpose.





BUSINESS ADMINISTRATOR

Salary: £26,000 – £32,000 depending on experience

Are you a motivated, experienced Business Administrator professional with attention to detail? Do you have a passion for promoting our Vision, Mission and Culture? Are you highly organised, efficient and with a high work-rate? This position requires you to be excellent at your job and an effective professional focused on getting things done. You need to be analytical yet also a good 'people person'.

Applications are invited for a professional, highly motivated and capable Business Administrator with a strong track record and skill sets to assist with the full range of Business Administration and HR work and work closely with our Management Team. You will ideally have experience across the full range, or most elements of, Administration duties including payroll, invoicing, HR, record-keeping, written correspondence, and office management. Experience with accounts, particularly SAGE, would be a further advantage.

We are looking for someone with excellent communication skills (listening and verbal and written communications), is highly professional, and of a personable disposition. The post will be based in the beautiful market town of Bakewell where you will be accountable on a day-to-day basis to the Business Administration Manager. We are looking for a well-organised and detail driven person. You must be able to work as an effective team member who can be relied upon to deliver to deadlines. We are a high performing company with a professional and friendly culture with many outstanding performers. We maintain a high commitment to staff development and training and look forward to supporting career development and developing people to be the best they can be.

We offer an exciting range of employee benefits:

- Strong, positive corporate culture and Management Team
- Competitive salary
- Sector-leading commitment to training and career progression
- Member of the Company's health cash plan which includes a wide range of health services and financial support
- Discounts and rewards on health, fitness and entertainment
- Attractive pension contribution
- Life assurance cover
- 28 days annual leave (including Bank Holidays)
- Additional annual leave accrued linked to length of service

To apply:

Download, fill in and submit all the required documentation as set out below and send to

personnel@archaeologicalresearchservices.com.

If you would like to discuss the post with us then please ring us on 01629 814540 and ask for 'personnel'.

Applicants must complete and send in:

- Covering letter comprising 250 words on why you consider yourself a suitable candidate.
- Our application form (downloadable from the website and included in this pack)
- Full CV
- Equal opportunities form is optional (downloadable from our website)



JOB DESCRIPTION

Job Title	Business Administrator
Division	Business Administration
Duration	Permanent
Grade	5
Annual Salary	£26,000 – £32,000 depending on experience
Location	Based out of our Head Office in Bakewell, Derbyshire

Job Summary

To carry out a broad Business Administration role including operational support, secretarial, administrative, financial, clerical, purchasing, Human Resources duties, and general admin support & office management duties including equipment calibration, administer health and safety documentation, managing company vehicles including MOT's, insurance etc.

Responsibilities / Main duties

- Work with the Business Administration team to deliver and drive the HR and Business Administration elements of the business.
- Secretarial duties such as telephone, reception, purchasing, post, filing, letters, minute-taking, keeping records *etc.* Diarise and act upon routine administrative tasks such as insurance renewals *etc.*
- Attend meetings and contribute, and taking minutes, diary keeping and arranging meetings.
- Invoicing and invoice chasing.
- Deal with landlords and office leases.
- Provide a broad level of support and cover for the Business Administration, HR and finance officer.
- Support the admin team in undertaking ISO internal auditing data compilation when necessary
- Working with the Business Administration team to ensure GDPR compliance.
- Work with the Finance Officer and HR to undertake payroll tasks, and Company benefits (health cash plan, health insurance, life assurance *etc.*)
- Manage operational portals and keep all up to date and compliant including those for PQQ's.
- Undertake an office management role including of the Head Office, and all other offices.
- Manage company vehicles including booking MOT's, services and coordinating repairs and maintenance.
- Be a Health and Safety ambassador ensuring legal compliance in the Bakewell office with daily / monthly checks.
- Complete HR processes including administration of documents and files, completing the full employee lifecycle from recruitment through to onboarding, training, and exit.
- Managing employee relations processes including absence management and performance and conduct.



Responsibilities / Main duties

- Manage overheads in line with budget and help achieve KPI targets.
- Support with any HR issues and tasks.
- Maintaining Company diary including key dates such as: when property leases need to be renewed or let go, dates of managerial appointments
- Producing Purchase Orders for procurement.
- Making inventories of equipment and dealing with Company insurances.
- Drive company vehicles when required. Assist with keeping the company vehicles up to date with tax, insurance, MOT and servicing and ensuring that they are roadworthy at all times. Notify manager of any faults etc so that they can be rectified.
- Occasional travel may be required, for example to attend meetings with bank, training and so forth.
- Inculcating, promoting and delivering Vision, Mission and Culture of the Company.
- Actively follow and enforce all Company rules and procedures for yourself as well as other members of staff
- Any other duties that may be allocated from time to time.

Safety	To abide by all statutory safety regulations and company policies as set out in the Health and Safety Handbook. Report all accidents and near misses.
Hours of duty	37.5 hours per week.
Annual leave	Initially 20 days holiday per year. On completion of one full years service, leave entitlement is increased by one day, per additional year worked, plus statutory bank holidays (8 days) . Leave is pro-rated for part time employees.
Conditions of service	See the Staff Handbook.
Period of notice	First month = nil. After 1 month & within probation period = 1 week After successful completion of the probationary period = 8 weeks
Confidentiality	It should be noted that some of the information that the post-holder will access will be of a confidential nature both to other ARS Ltd employees and clients, and such information must not be communicated to other persons except where required for authorised purposes.
Note	This job description does not form part of the contract of employment. This job description will be reviewed on a regular basis.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATIONAL AND OCCUPATIONAL ATTAINMENT	Educated to GCSE and A level standard	Degree or equivalent professional qualifications.
EXPERIENCE	<p>Experience of working in a professional office environment.</p> <p>Experience of successfully managing diverse commercial administration workload.</p> <p>Experience of undertaking invoicing, payroll, bookings, dealing with initial enquiries.</p> <p>Experience of supporting HR requirements including maintaining accurate records and preparing requisite documentation.</p> <p>Experience of documenting business work – e.g.</p>	<p>HR.</p> <p>ISO Audits.</p> <p>Playing an active part in a Management Team.</p> <p>Good at reading and understanding insurance policies and contracts and able to sum up key points.</p>
SPECIAL SKILLS	<p>Excellent telephone manner.</p> <p>Excellent and unambiguous written English.</p> <p>Highly computer literate. And fully conversant with Excel, Word, Outlook and ideally SAGE</p> <p>Knowledge of HR requirements, processes, documentation and recording.</p> <p>Excellent inter-personal skills.</p> <p>Attention to detail and highly disciplined in following systems.</p> <p>Full driving license.</p>	<p>Experience in using finance and HR software</p>



DISPOSITION

Trustworthy and have integrity.

Cheerful and tolerant
and able to willingly
follow instructions.

Exceptionally organised and able to maintain smooth-running systems under pressure.

Humble but confident.

Willing to function and contribute as part of a motivated and thriving team and willing to take instructions.

Very resourceful and natural problem solver.

Outstanding interpersonal skills.

A real team player.

Motivated to help others.

Loyal.

Able to remain calm, confident and competent under pressure.

Desire to be the best you can be.

Good sense of humour.

SPECIAL SKILLS

Willing to work a range of hours in order to attend meetings, take advantage of training courses, and ensure company documentation is completed before deadlines.

Able and willing to travel occasionally throughout the UK meetings, training *etc.* including outside of work hours.

Ambitious to assist in growing the company, assisting with staff development and taking it forward.

Keen to align oneself with, and promote, the vision, mission and values of the company.



VISION, MISSION, AND CULTURE



Vision

Innovative world-class heritage
leaders

Mission (our 'Purpose')

To investigate archaeological remains to create
value, inspire people and generate new knowledge
and understanding



Culture

Openness to Learning
Innovation
Leadership
Trust
Communication
Teamwork
Passion



APPLICATION FORM

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please note—All boxes must be completed. Incomplete applications will be rejected.

Position applied for

If you obtained this position, would you continue in any other employment

Yes / No

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process

Yes / No

How did you hear about the vacancy?

Personal details

Title : Forename : Surname :

Home address:

Postcode:

Phone number:

Email address:

Education and training

Qualifications, please state GCSE's and / or A-Levels Dates attended from, to

Qualifications including grade achieved



Previous employment

Name and address of employer	Dates	Job title and duties	Reason for leaving
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Previous relevant experience



Interests

Driving licence

Current driving license Yes / No If yes, please state the type of license

Any current endorsements Yes / No If yes, provide details

Any motoring prosecutions pending Yes / No If yes, provide details

Availability

Notice period, if successful

Are you a UK citizen? Yes / No If no, confirm your VISA status

Criminal record

List any criminal convictions other than 'spent' convictions. If none, state "none".

The information provided will be confidential and will be considered only in relation to this application.

References

Character reference:

Character reference:

Post code:

Post code:

Telephone:

Telephone:



Please detail any further information you wish to put forward to support your application

Privacy notice

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

Declaration

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Please tick to confirm that you have attached a CV and Cover letter with this application form.

Signed:

Date: