



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

JOB PROFILE

Business Administrator

AND APPLICATION FORM

ARCHAEOLOGICAL
RESEARCH
SERVICES

LUMFORD MILL
OFFICES

All enquiries 01629 810 820
enquiries@liftonproperties.co.uk

RIVERSIDE
WORKS

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, motivated and capable Business Administrator with a strong track record and skill sets to assist with the full range of Business Administration and some 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 logistics, office management, ISO and maintaining policies, record-keeping, HR and finance support and written correspondence. Experience of managing office premises and dealing with insurances and similar are important. Experience with a quality management system is highly desirable.

We are looking for someone with excellent communication skills (listening and verbal and written communications), 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.

In return, we offer a comprehensive range of employee benefits:

- Strong, positive corporate culture and friendly management team
- Competitive salary
- Commitment to training and career progression
- Membership of the Company's health cash plan which includes a range of health services
- 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
- Company branded attire

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
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, ISO management, secretarial, administrative, Finance support, clerical, purchasing, some Human Resources duties, and general admin support & office management duties including equipment calibration, administer office leases, 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.
- Diary keeping and arranging meetings and CPD events management
- Purchase and sales ledger input, processing of expenses and company credit cards
- Manage landlords and office leases.
- Provide a broad level of support and cover for Business Administration, HR and Finance
- Undertake ISO internal auditing and maintain the quality management system
- Work with the Business Administration team to ensure GDPR compliance.
- Work with the Finance Manager and HR to administer Company benefits (health cash plan, health insurance, life assurance etc.)
- Manage operational portals and keep them 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, update and maintain policies and procedures in line with employment law updates, completing the full employee lifecycle from recruitment through to onboarding, training, and exit.
- Support the HR Lead with employee relations processes including absence management and performance and conduct.



- Maintain Company diary including key dates such as: when property leases need to be renewed or let go, dates of managerial appointments, service contract expiration dates.
- Producing Purchase Orders for procurement.
- Making inventories of equipment and dealing with Company insurances.
- Occasional travel may be required, for example to attend meetings, 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 excl. breaks
Annual leave	20 days holiday per year plus statutory bank holidays (8 days). On completion of one full calendar years' service (January-December), leave entitlement is increased by one day, per additional year worked, up to a maximum of 5 additional days. Leave is pro-rated for part time employees.
Conditions of service	See the Staff Handbook.
Period of notice	First month = 1 week After 1 month & within probation period = 2 weeks After successful completion of the probationary period = 12 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	Experience of working in a professional office environment. Office management including dealing with office landlords and insurance administration Managing diverse commercial administration workload. Supporting HR requirements including maintaining accurate records and preparing requisite documentation. Familiarity with employment law to assist the updating of policies and procedures	HR. ISO Audits and maintaining a quality management system Playing an active part in a Management Team. Finance support experience e.g. processing staff expenses, administering employee benefits, purchase orders etc.
SPECIAL SKILLS	Excellent telephone manner. Excellent and unambiguous written English. Highly computer literate. And fully conversant with Excel, Word, Outlook and ideally SAGE Knowledge of HR requirements, processes, documentation and recording. Excellent inter-personal skills. Attention to detail and highly disciplined in following systems. Full driving license. 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 <i>etc.</i> 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.	Experience in using finance and HR software



DISPOSITION	Trustworthy and have integrity.	Cheerful and tolerant .
	Exceptionally organised and able to maintain smooth-running systems under pressure.	
	Humble but confident.	
	Contribute as part of a motivated and thriving team and willing to take instructions.	
	Very resourceful and natural problem solver.	
	Outstanding interpersonal skills.	
	Motivated to help others.	
	Loyal.	
	Desire to be the best you can be.	
	Good sense of humour.	

Our VMC

Vision

Innovative world-class
heritage leaders

Mission (our‘Purpose’)

To investigate archaeological
remains to create value, in-
spire people and generate
new knowledge and under-
standing





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 Dates attended from, to and / or A-Levels

Qualifications
including grade achieved



Previous employment

Name and address of employer	Dates	Job title and duties	Reason for leaving
------------------------------	-------	----------------------	--------------------

Previous relevant experience

Interests



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

Driving licence

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

Any current endorsements Yes / No If yes, provide details:.....

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

Any current endorsements Yes / No If yes, provide details:.....

Availability

Notice period, if successful:.....

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

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.

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

Employment reference:

Character reference:

Post code:

Post code:

Telephone:

Telephone:

Employment reference:	Character reference:
Post code:	Post code:
Telephone:	Telephone:



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, but is not limited to, identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

Your data will be shared with the relevant HR personnel and Hiring managers so that they can review applications, conduct interviews and make recruitment decisions. We will not share any identifiable information about you with third parties during the application process without your consent unless the law allows or requires us to do so.

How long we keep your data

If your application is unsuccessful, we will retain your personal data for 12 months after the recruitment process has ended. This is to:

- Respond to any queries or feedback requests
- Demonstrate fair and non-discriminatory recruitment practices
- Defend potential legal claims

After this period, your data will be securely deleted within 3 months (data is deleted in batches every quarter).

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

Talent Pool (Optional)

If you would like us to consider you for future opportunities, you may opt in to join our Talent Pool by ticking the box below.

By opting in:

- We will retain your application data for a longer period of 24 months
- We may contact you about relevant future vacancies

You are free to withdraw your consent at any time by contacting us, and your data will then be deleted in line with our standard retention period.

I consent to my data being retained in the Talent Pool for future opportunities

☐

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, want to request data deletion or have any questions regarding data protection, please email us with the Subject "Data Protection Request". You can also see our full recruitment privacy notice here:

<https://archaeologicalresearchservices.com/about-us/careers/>

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. I understand that an application form must be completed in full and submitted alongside a CV and cover letter, otherwise the application will not be considered

Signed:

Date: