

NORTHERN ARCHAEOLOGICAL ASSOCIATES

JOB DESCRIPTION

SITE ASSISTANT

Salary scale: £18,414.86 – 19,049.85

Reporting to: Project Supervisor

Work base: Scheme dependent

Main purpose of role

To assist with the delivery of archaeological monitoring, evaluation and excavation projects. Post holders will be expected to be proficient in standard excavation and recording techniques and to be able to work independently within a team under the instruction and supervision of an experienced Site Supervisor or Project Officer.

Principal Duties

- To undertake site excavation and recording under the direction of a Site Supervisor or Project Officer
- To help ensure projects are completed to appropriate professional standards and delivered within agreed timescales and budget

Other duties

- To undertake such duties, training and/or hours of work as may be reasonably required
- To work in a safe manner at all times and report any Health and Safety concerns to either the line manager or the company Health and Safety Co-ordinator

Qualifications and expertise

- A minimum of six months excavation experience preferred
- Demonstrable proficiency in standard excavation and recording techniques
- Current CSCS card essential
- Good communication skills beneficial

Attributes

- The ability to learn and take instruction
- The ability to be flexible and work within set deadlines
- Self-motivated, conscientious and able to use initiative
- Right first time approach to all work
- The ability to work as part of a team and as an individual with supervision

Additional Information

- Normal working hours are 40 hours per week Monday to Friday, to include 0.5 hours paid break. Paid overtime will be required on some schemes. This will be at standard rate for additional hours Monday to Friday and at time and a half for Saturdays
- Accommodation close to site, and transport to and from site will be provided on some schemes
- Holiday entitlement will be 20 days p/a (*pro rata*) plus statutory or public holidays
- Statutory Sick Pay
- Subject to eligibility, membership of Royal London Autoenrollment Pension Scheme
- NAA Ltd is an Equal Opportunities Employer