



Job Description and Person Specification

Job Description

Job Title	IfA Workplace Learning Bursary funded placement: Archaeological Apprentice
Department	Hosted by Museum of London Archaeology
Grade	Training post with progression towards IFA PIFA level
Salary	£15,500 p.a.
Hours	37 to 40 hours per week, Monday to Friday, Flexibility with working hours will be required 8 bank holidays plus 20 days annual leave
Location	Mortimer Wheeler House, 46 Eagle Wharf Road, London, N1 7ED
Duration	Fixed term – 12 months (including 6 month probationary period, term to be confirmed based on a review of progress with learning goals). Extension to second year may be possible
Responsible to	Assistant Field Manager
Overall job purpose	To undertake a wide range of on the job practical training activities to develop the skills needed in commercial archaeology units. Assist in field and office based project work. Undertake an NVQ level 3 in archaeological practice.
Key result areas	<ul style="list-style-type: none"> • Assist archaeologists undertaking excavations • Assist project team members in non-intrusive buildings investigations • To develop awareness and compliance skills relating to health and safety on construction and demolition sites • To gain a CSCS card • Collect and process artefacts and ecofacts • Prepare materials for study • Assist in undertaking surveys • Assist in the preparation of archives • Undertake a placement in a junior operational role within the Museum of London
Special Circumstances	Flexibility with working hours will be required and also with regard to location and type of work undertaken. The role involves manual handling. Many assignments will involve outdoor work and inclement weather conditions are regularly encountered. Occasional travel beyond London may be required. All posts within the Museum are required, as a minimum, to undergo a National Police Computer system security check. A criminal record may not necessarily be a bar to employment, as any decision will be treated on its merits

	and individual circumstances subject to the Museum's overriding obligations to protect the children and vulnerable adults in its charge, members of the public, the safety of the Museum's staff and the Collection.
Working Conditions	The work involves manual handling and regular outdoor work

NB This job description reflects the requirements as at **June 2010**. The Board in liaison with the IFA reserves the rights to make such changes as are necessary and any changes required will be discussed with the post-holder as appropriate.



Person Specification

	Essential	Assess. Method	Desirable	Assess. Method
Qualifications				
	<ul style="list-style-type: none"> At least 3 A levels Good GCSE passes in English and Maths 	CV		
Experience & Knowledge				
	<ul style="list-style-type: none"> Experience of working within teams to achieve shared goals 	CV//	<ul style="list-style-type: none"> Experience of working within a project environment to achieve specific goals while working to time or budget constraints Work experience in the heritage sector Good organisational skills Outdoor work experience Experience of taking part in extra-curricular activities related to the historic environment Experience of holding a position of responsibility within a school or club environment 	CV//
Skills/Abilities/Competencies				
	<ul style="list-style-type: none"> Good command of English Evidenced interest in the historic environment Good communication and interpersonal 	CV//	<ul style="list-style-type: none"> Good writing skills Computer literate with Microsoft Office skills at intermediate level Excellent timekeeping / attendance 	

	<p>skills</p> <ul style="list-style-type: none"> • Ability to learn quickly and respond to instruction • Ability to work well and positively within a team • Mature and committed attitude to work • Willingness to work for extended periods outdoors • Manual dexterity 		record	
	<ul style="list-style-type: none"> • An understanding of diversity and how it relates to the role. 	I		

Assessment Method Code:
 CV – Curriculum Vitae and covering letter
 I – Interview
 T - Test