FINDS PROCESSOR JOB SPECIFICATION

Job Context

Title: Finds Processor
Department: Finds
Reports to: Finds Manager
Based at: Unit 55, Brockley Cross Business Centre, London SE4 2PD

Purpose of the job.

Processing of finds recovered from archaeological excavations; including cleaning and marking and bagging, boxing of the finds; and creating, maintaining and updating the finds documentation including location information on the database.

Main job objectives

1) To receive and store finds once they have been delivered from site.
2) To clean finds on agreed standards according to their material.
3) To mark finds once they are dry.
4) To check the processed finds are labelled and bagged correctly.
5) To box up finds.
6) To store and transport finds as needed.
7) To record the location of the finds on the finds database.
8) To liaise with project managers and specialists to ensure finds are passed on to relevant specialists for spot-dating, assessment and analysis.

Tasks	Performance Standards
To carefully store and wash finds appropriately once they have arrived back from site.	Ensuring the finds are cleaned to a high enough standard so the specialists can the work with them.
To mark finds and ensure they are correctly bagged and labelled, and ready to be archived.	In accordance with the "General Standards of Preparation of Archaeological Archives deposited with Museum of London" or to the standards of relevant museum.
To box up finds and record their location on the database.	Ensure that the labels on the boxes match the contents, and that the location of the box is logged.
To liase with the specialists and provide them with the relevant boxed finds.	Ensure that the specialists are provided with or posted the finds they require.
To maintain disciplined and appropriate site attendance	To be present on site or at the office during the stipulated site hours. To be ready for work at the start time, wearing the appropriate work dress with PPE. To inform the office/site supervisor before 10am on the first day of sickness and at regular intervals thereafter to inform on progress. To fill in a self certification form or bring in a doctor's certificate, whichever appropriate to the terms and conditions of the contract. To inform the line manager and office of intended leave requirements which must be made at least one week in advance and must be approved by the project manager.
To work safely	To read and follow health and safety policies laid down for each site/work area. To wear at all times the appropriate PPE as laid down in the site specific H & S documents (where appropriate). To bring perceived threats to H&S to the attention of the supervisor/project manager asap.

Company standards of performance and behaviour

1) Honesty, integrity and professionalism in all business dealings.
2) Commitment to the aims of the company and of the section in which the processor works.
3) Professional conduct in all external contact.

Responsibilities and relationships

1) To Finds Manager
2) To Archive Manager and Archivist
3) To all supervisory staff
4) To all Directors/Senior Managers

Key internal relationships

Finds Manager, Archive Manager, Archivist

External relationships

Specialists, curators

Terms of Employment

As per Principal Statement of Particulars of Employment
As set out in Staff Handbook

Person Specification

	Essential	Desirable
Qualifications	• Good general education including GCSEs or equivalent	• Degree in archaeology or related discipline
Experience & Knowledge	• Interest in archaeology • Manual dexterity • IT skills	• Understanding and appreciation of materials and objects • Familiarity with databases
Skills & Competencies	• Ability to work well as part of a team • Ability to work under pressure • Good organisational skills with meticulous attention to detail • Excellent communication skills, both written and oral	