



**Highland Archaeology Services Ltd**

**Bringing the Past and Future Together**

## Person and Job Specification for post of Trainee Archaeologist on a fieldwork evaluation site.

### Person specification

Degree level education in a relevant subject (or equivalent experience)

Previous experience in field archaeology an advantage

A valid Construction Skills Certification Scheme (CSCS) card

Excellent communication and team-working skills, enthusiasm, professionalism, accurate and competent record keeping.

Awareness of health and safety good practice and commitment to safe working.

Full UK driving licence and access to a vehicle.

Eligibility to work in the UK.

**Job requirements** – ability to identify archaeology remains; recording to appropriate level; work with a team including working with supervision; ability to work to time constraints.

### Job specification

**Training will be given. Some amount of experience in these skills an advantage.**

Understand the correct and safe use of both smaller (e.g. trowels) and larger (e.g. spades/mattocks) tools including good maintenance.

Understand appropriate loading for buckets and wheelbarrows.

Site Grid and Trench layout – ability to understand site/national grid systems and the placement of trenches within these.

GPS survey – use of GPS for trench layout and recording.

Site Formation Processes – knowledge of site formation processes, including fills, layers, structures or natural deposits.

Stratigraphic Excavation – experience of recognising and recording stratigraphy sequences.

Context Sheet recording – practice in completing standard context record sheets [Deposit/Cut/Fill/Structural].



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Planning – knowledge and practice in creating a plan, including the use of conventions and how the plan is located.

Section Drawing – knowledge of the various elements to be included on a section including the use of conventions & how it is located/levelled.

Site Photography – ability to take meaningful photographs of a trench, site or feature, and reference it within the full site record.

Artefact Recovery Recording and Storage – able to record, safely excavate and ensure appropriate site storage of artefacts of various materials and fragility.

Collection of Samples – able to collect and record appropriate context samples with a minimum for potential contamination.

Site Safety – knowledge of the elements of site Health and Safety including all standard elements such as disease, cuts, back and knee protection as well as general H&S principles.

## Recruitment

The recruitment process entails:

An assessment of CV/written statements with qualifications, experience and personal statements

An interview where all short listed candidates will be asked the same questions to ascertain their suitability for the requirements of the specific work.

References will be followed up where applicable.