

FOURTEEN

Practice Assistant Job Description

The Practice Assistant is the junior member of Chambers' practice-management team, supporting the team and the members of Chambers in a variety of tasks. It is the ideal role in which to begin to develop a sound understanding of the role of barristers' clerks and to contribute to the support of our barristers' successful practices.

Our practice-management team comprises:

The Senior Practice Manager; the Team Leader; the Practice Manager; the Assistant Practice Manager; and the Practice Assistant.

It is a small team that relies upon close communication, cooperation and interoperability. As such, the role of Practice Assistant provides considerable opportunity to learn and practise the skills of other members of the team.

Reporting

The Practice Assistant reports to the Team Leader and then to the Senior Practice Manager.

Responsibilities

Clerking

- Transport papers to and from Court securely
- Lodge papers with the Court
- Find and collect papers in chambers and from barristers and exchange or deliver as required
- Print and photocopy emails, papers, court bundles, and briefs as required, including collation, tabbing, putting into appropriate files/folders
- With the team members, manage incoming briefs and other papers by email
- Answer the phone, routing calls to barristers, other clerks, taking messages from clients
- Assist Practice Managers in the day-to-day running of the diary

Office support

- Daily collection and delivery of DX from local DX exchange and preparation of DX for collection
- Prepare, consign and record all items for delivery by mail or courier
- Assist with opening and distributing postal, courier and DX items
- Keep printers and copiers supplied with paper and toner
- Report printer/copier maintenance issues and breakdowns to the Chamber Manager
- Monitor the level of general stationery and hospitality supplies
- Order toner cartridges, stationery and other supplies through the Chambers Manager
- Recycle used toner cartridges through our supplier's recycling scheme
- Help with other minor office maintenance as required
- Move any deliveries from the front hall as soon as possible:
 - Check delivery contents against delivery note and original order

- Report any discrepancies (missing items, damage, substitutions) to whoever ordered the delivery and assist as required in reporting to the supplier
- Move item to where they are to be used or stored
- Help to set up and reconfigure conference rooms, including moving furniture, laying tables, clearing and re-setting between meetings
- Print and bind seminar papers, marketing material and mailshots
- Greet and escort visitors and clients, preparing refreshments as required

General

- Any other tasks that might reasonably be required by the line manager.

Person Specification

<i>Component</i>	<i>Essential</i>	<i>Desirable</i>
Education and Qualifications	A minimum of GCSE Grade 4 (previously C) in five subjects, including Maths and English, or equivalent standard.	A-levels
Experience, Skills and Knowledge	Confident use of Microsoft Outlook, Word and Excel; Fluency in written and spoken English; Ability to communicate effectively in writing and orally with colleagues and clients;	
Personality	Positive attitude towards delivery, performance and development; Highly organised and efficient, with attention to detail and accuracy; Confident and able to prioritise in busy, demanding situations; Motivated to succeed, enthusiastic and trustworthy; Enjoy being part of a team, willing to contribute and support colleagues.	

Working Hours

The Practice Assistant will be contracted to work 40 hours per week, Monday to Friday, with an additional hour per day for lunch. Specific working hours will be determined by the line manager according to a rota amongst the practice-management team which enables the clerks' room to be staffed between 0830 and 1830 each day.

Probation and Notice

The first three months of employment will be a probationary period during which the notice required from the employer or employee to terminate employment will be two weeks.

Following the successful completion of employment, notice to terminate from either party will be one month.

Salary and Benefits

An annual salary of £20,000 is offered, which is reviewed annually.

Discretionary bonuses may be paid at the end of the financial year (March).

The annual leave entitlement will start at 20 days (in addition to English bank holidays), increasing by one day per completed year of employment up to a maximum of 25 days.

The employer will make a contribution to the workplace pension scheme of 5% of “qualifying earnings”; further details of the pension scheme will be available.

The employer offers an interest-free travel loan.

Further discretionary benefits offered by the employer currently include:

A MediCash medical/dental/optical expenses cash-back scheme;

Life insurance (assuming no significant recent hospitalisation or diagnosis) of four times the annual salary.

Job Application

To apply for this role, please email your CV and a cover letter which briefly describes how you meet the person specification and why you want to become the Practice Assistant at FOURTEEN to:

Julie Clarke, the Chambers Manager, at jclarke@fourteen.co.uk

by 10am on Monday 13 June 2022.

Interviews for shortlisted candidates will follow shortly thereafter, with the intention of appointing the successful candidate to start as soon as possible.