



JUNIOR BARRISTERS' CLERK, FAMILY & CIVIL (CHESTER)

Salary range: £14,500 - £19,000 p.a. depending on skills and experience

Hours: 8:30am – 6pm (1 hour lunch), negotiable within those hours

Holidays: 25 per year plus Bank Holidays (increasing with length of service)

Benefits: contributory pension scheme, private healthcare and cash plan, childcare vouchers

This is an excellent opportunity to join our small and friendly clerking team in Chester, based in our City Centre offices, for someone who would like to embark on a career as a barristers' clerk. Primarily supporting our Family & Civil practitioners in Chester, you will be a first point of contact for clients wishing to book counsel and help to ensure the smooth running of barristers' diaries and case arrangements, as well as supporting the general running of facilities to barristers, clients and colleagues at this site.

We are looking for an enthusiastic and ambitious person, with strong written and spoken communication skills, the ability to provide excellent client care and a friendly and helpful manner in working together with colleagues and supporting barristers and their clients.

Ideally you will have proven experience of working as an Office Assistant, Administrator or Clerk in a barristers' Chambers or similar legal or professional services environment. Essentially, you will have working experience of administration, use of office ICT and equipment and a proven ability to provide an excellent standard of customer/client care.

A genuine interest in a career as a barristers' clerk, with demonstrable knowledge of the role, the role of barristers and barristers' Chambers, are a must.

In return we offer a friendly team environment in our beautiful city centre offices, a competitive salary and benefits package and, with over 40 clerks across our four sites, excellent opportunities for peer support and career development.

A full job description and instructions on how to apply can be found on our website at www.stjohnsbldings.co.uk under 'Join Us'.

If you would like to join our friendly, professional and knowledgeable staffing team, please write with completed application and equal opportunities forms (available on our website at www.stjohnsbldings.co.uk) by post or email to human.resources@stjohnsbldings.co.uk by **22nd June 2018**. Feel free to contact Mark Robinson for an informal discussion about the role on 01244 699002.

We positively encourage applications from all sections of the community and operate an equal opportunities approach.

St John's Buildings, 24a-28 St John Street, Manchester, M3 4DJ www.stjohnsbldings.co.uk