

# Job description

## Junior Clerk

February 2024

- Full-time permanent position (42.5 hours per week) between 8am – 7pm (on a rota system).
- LLW salary of £29,061 per annum plus a discretionary annual bonus, auto-enrolment pension scheme (with above minimum employer contribution) and a comprehensive benefits package.
- Six-month probationary period.
- Interest-free season ticket loan from start date.
- Minimum of 28 days' annual leave (inclusive of bank holidays) increasing by one day per full year worked.

**As a result of promotions, we are recruiting.**

### Responsible to

Senior Clerk / Team Leader

### The role

Junior clerking is considered the entry level role to clerking, providing the foundations for a future, more senior career, providing support services to barristers and Chambers' clerking and administrative support teams. Opportunities to gain familiarity with the priorities of the clerks' room is an important part of the career development of a junior clerk, achieved through mentoring from the main clerking team.

### Main duties

- Researching and printing authorities (primarily from Chambers or the Inn Libraries) and assembling of authorities bundles.
- Lodging authorities and skeleton arguments to the courts and tribunals. Court work may also involve arranging for orders to be sealed.
- Transporting files to/from court and tribunals, and other collections and deliveries as required.
- Logging receipt and arranging returns of boxes from/to solicitors.
- Answering and handling incoming calls.
- Handling all incoming/outgoing post/deliveries.

### Essential experience/skills for the role

- You will need a strong academic record, to include A level or equivalent qualifications (we will accept predicted A level grades).

- As ambassadors for Chambers and to maintain the exemplary industry-wide reputation our clerking team has, you will need excellent communication skills (both oral and written).
- You will need to be a proactive problem-solver, be tenacious and be able to deal with pressurised situations.
- It is essential that you have an understanding of, and commitment to, equal opportunities.
- You will need the ambition to build a career in clerking.

The junior clerking role involves a lot of physical activity\* such as taking barristers and their files/papers/reference books to court.

Fountain Court Chambers is a leader in commercial disputes, regulatory investigations and commercial crime. As one of the most prominent commercial sets, we provide advocacy and advisory services in the UK and overseas on a wide range of areas.

Our clerks and junior clerks are widely recognised as some of the best in the industry for a variety of reasons. They pride themselves on their organisation, dedication and ability to quickly respond to urgent requests.

### Apply

To apply, please send your CV and a cover letter outlining why you believe you are suitable for the role to [recruitment@fountaincourt.co.uk](mailto:recruitment@fountaincourt.co.uk). The deadline for applications is **5pm on Monday 4 March 2024**. If your application is successful, you will be invited to attend an interview during the week commencing 4 March 2024.

We are committed to improving diversity at the Commercial Bar. We therefore encourage applicants to complete [this equality and diversity questionnaire](#) which enables us to analyse and promote diversity. All answers are provided on an anonymous basis and will not contribute to the outcome of any application.

## About Fountain Court

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### An environment to be proud of

Our staff working area was refurbished recently, with employee wellbeing as a key motivator. It was designed in collaboration with our clerks and business support teams, in order to provide an environment that our staff are excited about working from.

The layout is open plan, intended to encourage and enhance collaboration across teams. Individuals have the flexibility to hot desk between a variety of workstations, and have access to “break out” space within HQ if needed as well as a dedicated staff lunch room.

Fountain Court Chambers believes in and promotes equal and fair treatment for all. We are committed to creating an inclusive culture and addressing any inequality in all aspects of our business. We strive to recruit and retain talented individuals from all walks of life, to adopt best practice and to reduce the risk of unconscious bias. We actively encourage applications from under-represented groups.