

Serjeants' Inn Chambers is a leading civil law set. We specialise in high-profile, high-stakes cases in medical, police, professional disciplinary, regulatory and public law fields, which are often reported in the national and legal press.

Our barristers and staff take a professional, progressive and friendly approach. In three years, we have gained twelve silks and we are currently shortlisted for seven awards at the Chambers and Partners Bar Awards. We were one of the first sets to be awarded the Bar Council's Certificate of Excellence in Well-being. For further information about us, please visit our website at www.serjeantsinn.com.

We are seeking to recruit two junior clerks to join our flourishing staff team. Applications are welcomed from clerks of at least one to three years standing although we will also consider candidates without experience who can demonstrate at interview that they have the necessary skills and approach to make a success of such a role.

The successful candidate is likely to have the following:

- A willingness to learn.
- An excellent telephone manner.
- The ability to concentrate in a busy open-plan environment.
- The ability to handle competing demands and to prioritise effectively.
- An attention to detail and the ability to process data accurately.
- Maturity allied with intelligence and common sense.
- A positive and proactive attitude.
- Strong communication skills with an understanding of the importance of clear communication.
- Excellent interpersonal skills
- A commitment to equality and diversity
- A Level qualifications or higher.
- Facility with the Microsoft Office suite of programmes.
- Familiarity with LEX or MLC, although training will be provided if required.

A competitive salary commensurate with experience is offered together with free gym membership, an interest-free travel loan and membership of the staff life assurance and pension schemes. Applications supported by CVs should be sent to jfarrell@serjeantsinn.com by 5pm on Monday 7th October 2019.

Chambers undertakes all recruitment in accordance with its equality and diversity policy.