

JOB TITLE: Head Junior Clerk

REPORTING TO: Practice Managers

JOB SUMMARY: To lead a team of two assistants to ensure the smooth running of the post/copy room and to undertake the range of post room duties and other tasks to support the smooth and efficient running of Chambers.

This role is in our London office and is based in Chambers. The role cannot be carried out at home.

The Head Junior Clerk is expected to:

- Ensure communication and organisation is of the highest standard when dealing with barristers and staff.
- Liaise with the members of the team and other clerks to ensure the smooth running of the department.
- Keep the team informed of requirements and outstanding actions that require follow up.
- Ensure all tasks are being completed and organised within the team in line with the post room protocol.

The role is an active part of the post room team. Day-to-day duties for the team include:

- Taking barristers documents/papers to and from various courts, solicitors' offices and arbitration centres in London
- Checking the Court lists daily and liaising with barristers to check whether they need assistance with their documents to and from court
- Photocopying and printing of documents – advising clerks of charges as appropriate (following our protocol)
- Arranging external photocopying
- Keeping all photocopiers and printers filled with paper in all areas. Carrying out daily checks of all barrister floors and staff areas for paper, jams, toner, stationery supplies
- Ensuring weekly that all stock is refilled and contacting suppliers if new stock (for example paper, pens, files etc) needs to be ordered
- Organising the distribution of the post and DX each morning with your team
- Taking post to the post office daily and delivering mail by hand for members of Chambers (in the local area)
- Delivering skeleton arguments to courts and other chambers
- Arranging delivery of / delivering documents out of London
- Organising papers throughout Chambers and for offsite storage

- Organising internal and external storage areas and maintaining a list of all documents stored
- Sending and distributing emails and urgent documents in accordance with Keating Chambers' protocol
- Obtaining lists of authorities / researching via electronic subscriptions and at libraries / on websites
- Undertaking personal duties for members of Chambers when time allows
- Assisting with set up of arbitration suites and conference rooms
- Assisting in making refreshments for meetings when the reception team needs support
- Clearing conference rooms and returning papers to barrister rooms
- Assisting the clerks' room and administration team as directed
- Assisting in other areas as directed, to ensure the smooth running of Chambers such as booking couriers, collecting lunch, moving furniture, general maintenance etc
- Carry out any other tasks as reasonably required by the Senior Management Team to support the smooth running of Chambers.

All members of staff are required to

- Contribute to the creation of an 'open culture' between staff members and members of Chambers, one in which individuals feel able to share ideas and express opinions.
- Work in a safe manner and identify any health and safety hazards and advise the Director of Operations.
- Ensure that conduct is not discriminatory and does not involve any harassment or victimisation.
- Undertake continued training as appropriate for the role.

All duties are subject to change dependent on the requirements of Chambers' business.

All duties are both for Keating Chambers Service Company Ltd and /or Keating Chambers.

Signed:

Date