

JOB DESCRIPTION | JUNIOR CLERK



About Fountain Court

"The clerking team's proactive approach, clear communication and commitment to client service make working with the chambers seamless and effortless." **Chambers and Partners, 2026**

Fountain Court is a long-established set of barristers at the forefront of commercial dispute resolution. Its Members have a wide range of expertise, acting in some of the highest profile and complex disputes.

About the Role

A Junior Clerk plays a vital entry-level role in the smooth running of a barristers' Chambers. You will support barristers, clerks, and the administration team with the daily operations of Chambers, including court runs, diary management, and general office duties. Developing an understanding of its priorities and workflows is a key aspect of the role through hands-on experience and mentoring from the clerking team. The role offers an excellent opportunity to build a strong foundation for a career in clerking.

The role will also offer:

- Full-time, permanent (42.5 hours/week on a rota between 8am–7pm).
- London Living Wage* £32,708 per annum and a discretionary annual bonus.
- Minimum of 20 days' annual leave increasing by one day per full year worked rising to a maximum of 25 days.
- A comprehensive benefits package including (salary sacrifice) auto-enrolment pension scheme with a 5% employer contribution, comprehensive Private Medical Insurance, Group Life, Income Protection Scheme and an interest-free Season Ticket Loan.

Duties

- Document handling: collating legal documents and materials, including the preparation and assembly of authorities bundles along with monitoring and managing the junior clerks' email inbox. Logging receipt and organising the return of boxes to and from solicitors.
- Court lodging: lodging authorities and skeleton arguments at court; arranging for court orders to be sealed when required.
- Court runs and deliveries: organising Members' documents to and from court/tribunal and other external locations as needed.
- Call handling: fielding incoming calls and directing or dealing with enquiries as appropriate.
- Diary management: entering case papers and appointments into the diary accurately and promptly.
- Team liaison: working closely with barristers and colleagues to ensure they receive appropriate support.
- General clerking support: assisting with day-to-day duties as required.
- Administrative support: providing assistance to the administration, operations and marketing teams as required.

About You

- You will need excellent oral and written communication skills, with a professional and confident telephone manner.
- You will be an organised and proactive multi-tasker with demonstrable problem-solving skills, remaining accurate and reliable in high-pressure situations.
- You will be collaborative, working well both in a team and independently.
- You will have a strong academic record at A level or equivalent.
- You will have an unrestricted Right to Work in the UK.

To apply for this role, please send your CV and covering letter outlining why you think you are suitable for the role. Please include details of your current salary and notice period, to: recruitment@fountaincourt.co.uk

Deadline for applications: 5pm on Sunday 13th September 2026.

*London Living wage increase from end of October 2026