

# Junior Barristers' Clerk – Job Advert

Website: <https://www.2harecourt.com/>

Reporting to: Director of Clerking

Closing Date for Applications: Friday 8<sup>th</sup> May 2026

Salary: £30,784.00pa

Contract: Full-time, Permanent, Monday to Friday

## ABOUT THE ROLE:

2 Hare Court is recognised nationally and internationally as one of the UK's leading Barristers' Chambers specialising in Criminal Defence, Private Prosecution, Public Prosecution, Fraud, Health & Safety, Professional Discipline, Tax, Sports Law and other related fields. Our set is renowned for its high-quality advice, advocacy and client service.

We're looking for a motivated and organised **Junior Clerk** to support our busy Chambers. This is an excellent opportunity for someone starting their career who wants to build strong administrative skills and grow within an established and dynamic team. The purpose of the role is to support the smooth running of chambers through a range of administrative and operational duties, including bundle preparation, inbox management, court liaison, sourcing authorities, and general clerking support.

## Key Responsibilities

- Assist the clerks' team in the day to day running of the Clerks Room including answering the telephone, dealing with queries, and transferring calls where appropriate.
- Monitor the clerks' mailbox and respond or redirect queries to the appropriate clerks, staff or members.
- Assist with Chambers' general document management by preparing, sorting, scanning, photocopying, and filing documents as required, including handling incoming post.
- Organise the delivery and collection of barristers' papers to and from Court and other associated materials (such as files of case reports, Orders and Skeleton Arguments).
- Assist with the copying and making up bundles of cases at the instructions of Members of Chambers directly or via the Practice Management team.
- Enter and process instructions and briefs received via Post, e-mail, telephone, couriers as and when required.
- Assist the clerks with Chambers' day-to-day diary management.
- Liaise with the Crown, Coroners and Magistrates courts regarding hearing dates or requests of information.

## What We're Looking For

Minimum Requirements:

- A minimum of 5 GCSEs, grades 4 to 9 which must include Maths and English.
- Excellent IT Skills including basic proficiency in Microsoft Office Suite (Word, Excel, Outlook).

The ideal candidate will bring strong attention to detail, clear and confident communication skills, a proactive mindset, and sound problem solving abilities along with a genuine enthusiasm for developing a career in clerking. This is a varied, hands-on position that offers exceptional exposure within a chambers recognised for its excellence and high-quality work. Previous experience in chambers or a client-facing environment is beneficial although not essential.

### Staff Benefits

- Discretionary bonus scheme
- Company pension plan
- Private medical insurance
- Employee Assistance Programme with extensive access to wellbeing support.
- 20 days holiday allowance plus bank holidays (after 2 years of employment allowance will increase by 1 day for each full year of service up to a maximum of 25 days per year).
- Professional development & training opportunities

### How to Apply

To apply for this position, please forward your CV to [recruitment@2harecourt.com](mailto:recruitment@2harecourt.com).

The closing date for applications is **Friday 8<sup>th</sup> May 2026**.

### Equality and Diversity

At 2 Hare Court, we're committed to Diversity, Equity and Inclusion and welcome applications from all backgrounds, creating a workplace where everyone can be themselves and succeed.