

Ivybridge Community College

Career of the Week



Summer Term

Job Title: Barrister's Clerk

Salary: £20,000 - £40,000 (experienced)

Working Hours: 39-41 hours per week, you may be asked to work occasional evenings and weekends. You could work at a Chambers, in a Court or in an Office.

How Can I Get There? / Routes of Entry:

- Sixth Form
- College (Level 3 Diploma in Business Administration)
- University (a Degree in Law or a related subject could be useful)
- Apprenticeship

Local Providers:

- Ivybridge Community College and other Sixth Forms
- City College, Plymouth
- South Devon College
- Universities in Bristol, Exeter and Plymouth

Skills Required:

- Excellent verbal communication skills
- Excellent written communication skills
- To be thorough and pay attention to detail
- The ability to use your initiative
- Administration skills
- The ability to work well with others
- Legal knowledge including Court procedures and Government regulations
- The ability to accept criticism and work well under pressure

Local Employers:

- KBG Chambers
- Devon Chambers
- Magdalen Chambers

Progression:

With experience, you could become a Senior Clerk or Practice Manager, training Junior Clerks, bringing business to the Practice and managing Practice finances.