

JOB DESCRIPTION AND PERSON SPECIFICATION:

Junior Clerk / Office Assistant (Temp Contract, end 31st December 2026)

Closing date:	Friday 4 th September at 12:00pm (noon)
Contract:	Full time (42.5 hours per week), fixed term (end 31 Dec 2026)
Salary:	Starting from c. £32,708 pro rata (London Living Wage)
Interview Date:	Wednesday 9 th September 2026 [<i>In person - please keep free</i>]
Location:	London
Start date:	ASAP and depending upon any notice period

The Role: Junior Clerk / Office Assistant

The Junior Clerk / Office Assistant role is busy, interesting and varied. You will be providing both administrative and legal support for our barristers, event logistics support as well as more general office support for the staff team.

We will provide you with a full job description when you join us but we have summarised below the core responsibilities:

- Delivering legal documents to Court.
- Photocopying and preparing legal files (including electronic files) for Court.
- Data entry and administration.
- Answering the telephone, managing post and deliveries, and managing copier and stationery points.
- Logistics for internal events including setting up rooms, greeting and registering guests, catering and drinks, general running and closing of events (including morning and evening events).
- Providing ad hoc administrative support to the staff team.

You will be a member of our Clerking team, supervised by our Head Junior Clerk. The team is managed by a practice and operations manager.

The role involves weekly shifts (either 8:00am - 5:30pm, or 9:00am - 6:30pm). Flexibility around working times, including being available to work outside usual office hours (mornings and evenings), is also required.

This is an office-based role. It has a physical element and involves lifting of boxes and pushing trolleys as well as outdoor work. Full training for the role is provided, including training on manual lifting.

Although this is a fixed term contract role, because of a phased strategic growth plan, there may be an opportunity for this role to become permanent.

About us: 39 Essex Chambers

We are a leading barristers' chambers with offices in London, Singapore, Dubai and Kuala Lumpur. We are made up of almost 200 barristers (including 62 King's Counsel), along with a staff team of 53.

We work in a wide range of sectors and practice areas of law, specialising in Civil Liability, Planning, Environment and Property, Public Law and Commercial and Construction Law, throughout the UK and internationally. Many of our cases are high profile - you may have seen or read about them in the media.

Our values

- Excellence** - We aim for nothing less than excellence in the service that we offer our clients. We promote and support the success of every individual, no matter what their role.
- Inclusivity** - We are friendly, welcoming and open in our communication. We celebrate difference and expect everyone to have a voice and to be heard.
- Innovation** - We encourage creativity and new ideas. We welcome change and are not afraid to do things differently.

Our culture is open, friendly, supportive and caring. Our staff have the opportunity to develop and grow on their own path. We foster and support ongoing learning and development, with many of our staff studying alongside working with us.

We trust our staff team with responsibility and are open to everyone's ideas about their own futures and how to take the business forward.

While we work hard, we believe in a healthy work / life balance, and we try hard to make sure that work is enjoyable and rewarding. We want to understand the needs of everyone on our team so that they feel well supported.

We have recently been awarded the *Investors in People Silver Awards* accreditation. This globally recognised accreditation acknowledges the quality of our leadership and how well our people are supported and managed in the workplace.

Equality, Diversity and Inclusion

39 Essex Chambers is an Equal Opportunities Employer. Our culture is open and supportive, and we are committed to equality, diversity and inclusion. We encourage and welcome applications from people of the global majority, those with disabilities, members of the LGBTQIA+ community, women and candidates from groups which are under-represented in the legal sector.

The Candidate

We are looking for a candidate who has the following:

- Excellent communication skills (verbal and written) and good numeracy skills.
- Ability to multitask and operate within a fast-paced and demanding environment.
- A confident and positive attitude.
- Ability to work on own initiative as well as part of a team.
- Physical stamina, and able to handle heavy daily deliveries and court runs of bundles.
- Highly organised with attention to detail.
- IT literate.
- 3 A-levels or degree in any discipline.

Some of the above may be demonstrated through extra-curricular activities or voluntary work rather than formal employment.

What we can offer you:

- A full time (42.5 hours per week) and temporary contract, end 31st December 2026
- £32,708 pro rata (London Living Wage)
- 23 days' holiday pro rata plus Bank holidays. You will also have access to our employee assistance programme, 1 day religious holiday and 1 day annual slow travel leave.
- Chambers offers a group pension scheme paying 6% of salary into an individual's pension scheme where the employee contributes at least 3% of their salary. This will be available to you once you have completed 3 months with the business.
- A modern and spacious office space with showers, bike storage and games room.
- Our office is well situated. We are close to tube and overground stations, as well as Lincoln's Inn Fields (the largest public square in London).

How to Apply

Please send your CV, along with the Equality & Diversity monitoring form, to recruitment@39essex.com. Please ensure that you put '**Temp Junior Clerk / Office Assistant Application**' in the email subject heading.

If you have any questions about the role or the application process please contact recruitment@39essex.com.

Please see our [website](#) for general information about our recruitment, including more information about who we are.

We will make reasonable adjustments to enable disabled candidates to demonstrate their suitability for the position. Please contact us at recruitment@39essex.com.

The closing date for applications is Friday 4th September **at 12:00 noon**. Applications received after this time will not be considered.

Please note:

- We may not be able to respond to every candidate individually. You will, however, receive an automatic reply to your email acknowledging receipt of your application.
- We will only consider applications from individuals who are eligible to work in the United Kingdom.

What our staff say

"I have loved working here and the clerks' room is the best clerks' room I have worked in both in terms of the calibre of the staff and just how nice everyone is. It really is a wonderful place to work."

"I have never joined an organisation where so many people have welcomed me so warmly and made me feel at home, both at the Christmas Party and today. It was lovely to be thanked for attending the party."

"The staff team really make 39, I have never worked in a Chambers quite like it. I really enjoy work and I have made great friends. I would also like to say how friendly and accommodating the senior staff are – they are very approachable and supportive."

"I have been very happy at 39. It is a unique chambers – everyone is so nice, there is always someone to speak to, and it's great socially. There is no other set like it and it's really nice to work here."

"A very unique aspect of Chambers is the support for career development. Chambers cares about this and is very accommodating. It's something I've really appreciated. It also has a lovely culture that I've really enjoyed".

#shinewith39

