JUNIOR CLERK / PRACTICE ASSISTANT

An excellent opportunity to begin a career in a barristers' chambers.

About Tanfield Chambers
Tanfield Chambers is a leading set of barristers' chambers specialising in property and business law. We are known for excellent client service and offer a collaborative, supportive and inclusive working environment.

We are looking for an enthusiastic Junior Clerk / Practice Assistant to join our team at Warwick Court, London WC1R 5DH. This entry-level role is suitable for a school or college leaver, graduate, or someone looking to start a new career in clerking. It provides hands-on experience, mentoring and training, with the opportunity to progress and develop a long-term career within our clerking team.

The role
Working closely with barristers, clerks and colleagues across Chambers, you will assist with:

- answering telephone calls, greeting visitors and preparing conference rooms;
- handling post and DX, scanning, copying and preparing physical and electronic court bundles and other materials;
- lodging documents with courts, including electronically;
- monitoring the clerks' email account and responding to requests;
- entering briefs, instructions and case information accurately into LEX;
- assisting with barristers' and pupils' diaries, including court listings and hearing details;
- arranging couriers and maintaining accurate records;
- checking and replenishing office supplies;
- supporting internal and external events; and
- providing general administrative and operational support.

The role will also give you the opportunity to develop an understanding of barristers' work, clerking procedures and the court system.

About you
We are looking for someone who is bright, reliable, keen to learn and genuinely interested in developing a career in clerking. You may be starting your career after school, college or university, or looking to take your career in a new direction.

You should have:

- discretion and an understanding of the importance of confidentiality;
- excellent written and spoken communication skills;
- a confident and professional telephone manner;
- strong attention to detail;
- the ability to prioritise tasks and remain calm in a busy environment;
- a proactive, helpful and team-oriented approach, with a commitment to excellent client service;
- a good standard of education, including a minimum of five GCSEs (or equivalent), including Maths and English;
- a good working knowledge of Microsoft Office and confidence in learning new IT

systems; and
- an unrestricted right to work in the UK.

We welcome applications from graduates and non-graduates alike. Previous experience in a barristers' chambers or the legal sector is not required.

Salary and benefits

- Starting salary of approximately £32,000 per annum, with a higher starting salary considered for candidates with relevant experience, plus a discretionary annual bonus.
- Full-time, permanent position, working 40 hours per week on a rota covering Chambers' opening hours of 8.15am to 6.30pm
- 20 days' annual leave, plus birthday leave
- Employer pension contribution
- Private medical insurance and wellbeing allowance
- Season-ticket loan and subsidised social events
- Comprehensive induction, mentoring and ongoing training

Application process

Please send your CV and a short covering letter explaining why you are interested in beginning a career in clerking to:
recruitment@tanfieldchambers.co.uk

Closing date: Friday 4 December 2026. Applications will be considered as they are received and interviews will take place on a rolling basis. If we find the right candidate, we may close the vacancy before the advertised closing date, so early applications are encouraged.

Appointment will be subject to a satisfactory criminal record check. Reasonable interview travel expenses from outside the M25 may be reimbursed where agreed in advance.

Tanfield Chambers is an equal opportunities employer. We welcome applications from all backgrounds and particularly encourage applications from groups currently underrepresented within the profession.