

## SOLICITOR APPRENTICESHIP X 2

<b>Employer:</b>	Sinclairslaw Limited
<b>Location:</b>	Cardiff and Twickenham (subject to change – see further at page 3 below)
<b>Employer website address:</b>	www.sinclairslaw.co.uk
<b>Apprenticeship Duration:</b>	72 months (6 years)
<b>Will applicants apply through the National Apprenticeship Site or your own website?</b> If your own, please provide URL.	Own website <a href="http://www.sinclairslaw.co.uk/solicitorapprenticeships">http://www.sinclairslaw.co.uk/solicitorapprenticeships</a>
<b>Closing Date for Applications:</b> (must be at least 2.5wks from now)	1 <sup>st</sup> September 2017
<b>Interview Start Date:</b>	January 2018 – Exact dates to be confirmed
<b>Start Date of Apprenticeship:</b>	September 2018 – Exact dates to be confirmed

### Vacancy Short Description - Why should I apply?

This is a great opportunity to join a highly successful and rapidly growing specialist law firm with a strong reputation across England and Wales. The successful candidate will experience working in different areas of law whilst they study.

### Vacancy Full Description - What work will I be doing? What duties and responsibilities will I have?

Our solicitor apprentice will work in different departments of the firm over the six year period.

#### Main Duties and Responsibilities:

1. Progressing legal matters and transactions including compiling attendance notes and letter writing.
2. Applying legal knowledge and research and exercising commercial judgment to produce solutions that meet clients' needs and address their commercial or personal circumstances.
3. Apply the full range of legal skills – including research, interviewing and advising, negotiation, drafting and communicating orally.
4. Establishing and maintaining effective and professional relationships with clients and other people.
5. Managing yourself and your work effectively, ensuring that you prioritise work accordingly and meet deadlines.
6. Working with the legal team to complete transaction processes, including seeking assistance where it is required.
7. Document management, processing contracts, amending documents where necessary, and ensuring that files are kept up to date in the firm's client relationship database
8. Assisting in all aspects of file management and client care
9. Liaising with clients and responding to telephone queries

10. Assisting with file closure procedures including feedback and questionnaires.

The above list is not exhaustive and the candidate shall be supervised appropriately. As the candidate gains more experience, they shall be given more responsibilities commensurate to their knowledge, including their own case load.

The ideal candidate will have the confidence to deal with various individuals and groups. You will be supported to undertake recognised qualifications whilst gaining tailored on-the-job experience provided by the firm with clear outcomes which address the objectives set in your training diary. You will need to be a team player, reliable, adaptable, conscientious, and able to work to instructions and deadlines, managing your time effectively.

Salary	Competitive
Working Week:	Monday to Friday (save one day a week on study leave), usual business hours.

## **Who is the employer? Where will I be working?**

Sinclairslaw Limited

The Solicitor Apprentice roles shall be based from both of our Twickenham and Cardiff offices. Both candidates will be under the current English Solicitor Apprenticeship Standard and will have to spend 55% of their time in England with the remainder in Wales.

Sinclairslaw was established in 1997 as a general legal practice and has since grown into a successful law firm which offers a variety of services ranging from specialist education law through to litigation, family and property law services. It has a nationally recognised team, who operate across both England and Wales, covering a substantial section of both countries. The firm is at the forefront of public law, challenging local authorities and higher education providers through Judicial Review applications with the High Court, challenging decisions social care and education provision. Training with the firm will allow the candidate to have an unrivalled level of involvement and experience in cases of public importance from the very beginning of their training.

## **Training to be provided?**

- Job-specific training through working alongside experienced staff and attending Court and client meetings.
- An LLB in Legal Practice and the Legal Practice Course elements required to sit the Solicitors Qualifying Exams.
- Possible Enhancements and other training provided by the firm as deemed appropriate.

Your academic and competency training will be through City, University of London and CILEx Law School.

Legal services organisations are increasingly using CILEx Law School and City, University of London training to develop staff into fee earning roles including through the new legal apprenticeships. For more information please visit our websites: <https://www.city.ac.uk/law/courses/continuing-professional-development/solicitor-apprenticeships> - [www.cilexlawschool.ac.uk](http://www.cilexlawschool.ac.uk)

## **Applicant details**

We will review your application against the criteria below and that set out within our Agreement to Enter Sinclairslaw Apprenticeship Application Process (“the Agreement”) (available for download at our website). We shall ensure that all candidates are assessed fairly in accordance with the criteria set out within our Agreement and the criteria set out below.

At Stage 1 of the Application Process, you must show evidence to demonstrate that you meet the minimum requirements to be shortlisted for the next stage in accordance with our Agreement.

<b>Skills/Knowledge/Experience/IT Confidence:</b>	<b>Personal Qualities:</b>	<b>Minimum Entry Qualifications:</b>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Computer literate and proficient with Microsoft Office Applications</li> <li>• Ability to work in a business environment</li> <li>• Strong written and verbal communication skills</li> <li>• Hands on &amp; Practical ability</li> <li>• Proficient in Microsoft Word Use of Email/Internet</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Previous administration experience is of relevance but not essential.</li> </ul>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Team Player</li> <li>• Attention to detail</li> <li>• Reliable</li> <li>• Good communication skills (written and verbal)</li> <li>• Confident</li> <li>• Meeting deadlines</li> <li>• Analytical</li> <li>• Resilient</li> <li>• Understanding of confidentiality requirements</li> <li>• Mature attitude</li> <li>• Ability to deal with sensitive personal client situations effectively</li> <li>• Common sense, commerciality and the ability to work on own initiative</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Planner/thinking ahead</li> <li>• Leadership skills</li> </ul>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• 5 GCSE grades *A to C or equivalent, must include Maths and English; and</li> <li>• predicted 3 A-Levels at BBB (or equivalent); <b>or</b></li> <li>• 3 A Levels (already achieved) at Grade BBB (or equivalent).</li> </ul>

**Reality Check:**

If you will have a long commute, then please carefully consider the cost and time involved before applying for the role.

**Other Information:**

- This is a monthly paid post and you are required to work a month in hand and you will be entitled to receive statutory minimum annual leave. The final salary sum is yet to be confirmed but it shall be in line with the requirements of the apprenticeship scheme.
- You are responsible for funding your own travel to and from your place of work. However, the firm shall pay for costs associated with your studies on the course programme.
- You must conduct yourself in a safe and diligent manner and comply with health and safety policies and procedures.
- You must uphold and promote the company policies and procedures, promoting those specifically to your area of work, including Equality and Diversity and Safeguarding.

PLEASE NOTE ONLY APPLICATIONS WITH A CURRENT CONTACT NUMBER AND/OR EMAIL ADDRESS CAN BE ACCEPTED

From the 1st April 2017, the National Minimum Wage (NMW) for apprentices aged 16-18, and those aged over 19 who are in the first year of their Apprenticeship, is set at £3.50 per hour. The NMW applies to time working and time spent training as this is also part of the Apprenticeship. Anyone not covered by the age categories above will be entitled to the NMW appropriate to their age.