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**AN OUTLINE OF THE FIRM**

**Deighton Pierce Glynn is a highly regarded firm of solicitors specialising in a number of niche areas of civil litigation in which it has a significant national and international profile.**

Whoever our clients are and whatever has happened to them we pride ourselves in being able to make the best use of the law for their benefit. We give practical advice about options, help our clients work out their goals and do what can be done to achieve them. Taking a legal case can be a daunting prospect – we try to make sure our clients feel well supported.

We are committed to our staff, who include some of the best lawyers around, and we think it’s important to provide a good working environment, ensuring they have the support and resources they need to excel and promoting a friendly and collaborative working environment.

We are committed to promoting equality of opportunity and believe that by doing this, we can provide the best possible service to our clients. We positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

**THE POST: Administrator Job Reference: 2017/19BRAD**

We are looking for a part-time Administrator to work alongside our Bristol Office PA/Office Manager. This is the ideal role for an organised and hands-on person with a can-do attitude. Ideally you are well organised, have some experience in providing basic IT support, strong problem solving skills and the ability to work under pressure. Previous experience desirable.

Salary will be £16,500 (full time equivalent, to be calculated pro rata) per annum.

We are looking for someone to start as soon as possible.

**Person specifications**

**Essential:**

* Good intellectual abilities.
* Excellent interpersonal skills.
* An ability to answer a busy phone in an appropriate manner to other lawyers/experts/ clients some of whom many have cognitive impairments/have mental health needs/be anxious/have English as a second language.
* A proven ability to use initiative.
* Superb attention to detail.
* Excellent organisational skills, including the ability to manage time and competing demands efficiently and to work under pressure to meet strict deadlines.
* Basic computer literacy including the ability to type
* A commitment to stay for at least twelve months (which would be extended on the basis of any statutory leave).

**Desirable:**

* A demonstrable commitment to social justice and/or experience of working sympathetically and effectively with a wide variety of clients, including people with English as a second language and young people or people with mental health needs.
* Experience in solving minor IT problems
* Experience of handling petty cash, issuing cheques.
* Experience in handling filing and archiving.
* 1 year experience as administrator
* Experience of working in a solicitor’s office or equivalent legal/advice work environment.

**How to apply**

Please complete all parts of the application form below and return to us by

**Email:** recruitment@dpglaw.co.uk

or

**Post:** Deighton Pierce Glynn, Att. Rebecca Spencer, 8 Union Street, London SE1 1SZ

Please quote the job reference **2017/19BRAD** in the subject line of your email.

**Closing Date:** 8am on Tuesday 2nd January 2018. Applications received after this time cannot be considered.

**Interviews:** Successful candidates will be invited to interview in the week commencing 9th January 2018.

**JOB DESCRIPTION**

# Title: ADMINISTRATOR - Bristol Office

**A. Role:**

To provide administrative support for the staff in Bristol office.

**B. Duties and Responsibilities:**

Together with our Bristol PA/Office Manager you will ensure a smooth running of the office. Your job will be to help her with tasks which will include those listed below and to cover for her when she is out of the office and during her periods of leave. Your duties will include:

* Filing
* Preparing and printing files to go to costs draftsmen
* Archiving
* Processing files in/out of temporary store
* Any other admin duties that may be required
* Preparing standard letters to be sent to clients

General:

* Attending firm meetings as required
* Providing cover to colleagues as necessary
* Compliance with the firm’s equal opportunities policy

**C. Standard of Performance:**

* You are expected to learn the firm’s procedures and perform them competently and reliably.
* You are expected to type accurately and ensure that correspondence presented to a high standard.
* You are expected to develop expertise in using the firm’s word-processing and associated software (currently SOS Connect case management system and Microsoft Office running in Windows – Word and Outlook).
* You are expected to pass messages on promptly and to consult with one or other of the partners if an urgent message is not going to be acted upon.
* You are expected to assist with the administrative tasks of the firm so as to ensure that the firm runs smoothly and that a service of a high standard is provided to clients and all with whom the firm has contact.
* You are expected to behave politely and professionally to all other members of staff, clients and others you come into contact with during the course of your employment.

**D. To Whom Responsible:**

You are responsible to the Office Manager and act under the direction of the PA.

**Outline Terms and Conditions of Employment**

Hours of work: Tuesdays, Thursdays and Fridays 9.30am to 5.30pm with an unpaid lunch break of one hour.

**APPLICATION FORM**

**PLEASE RETURN BY 8am on 2 January 2018 to** DPG Recruitment - [recruitment@dpglaw.co.uk](mailto:recruitment@dpglaw.co.uk)

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| --- | --- | --- | --- |
| **Position applied for:** |  | **Job Ref:** |  |

**Employment or volunteering history – in date order most recent first. Please mark Salary box with a “V” for any work that was voluntary/unpaid.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** | **Average Hours worked per week** | **Salary** | **Reason for leaving** |
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**ROLE CRITERIA**

**Please answer each section with no more than 100 words.**

**Please say why you think you satisfy each of the criteria below in turn, giving examples where possible. Any experience to which you refer may have been gained in paid employment, voluntary or campaigning work, life experience and/or special interests relevant to the post.**

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| **Good intellectual abilities.** |
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| **Excellent interpersonal skills.** |
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| **An ability to answer a busy phone in an appropriate manner to other lawyers/experts/ clients some of whom many have cognitive impairments/have mental health needs/be anxious/have English as a second language.** |
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| **A proven ability to use initiative.** |
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| **Superb attention to detail.** |
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| **Excellent organisational skills, including the ability to manage time and competing demands efficiently and to work under pressure to meet strict deadlines.** |
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| **Basic computer literacy including the ability to type** |
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| **A commitment to stay for at least twelve months.** |
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**STATEMENT IN SUPPORT OF APPLICATION**

Please say in no more than 500 words why you are applying for this post and if you have experience in any of the desirable criteria

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*BELOW HERE TO BE DETACTED PRIOR TO SHORTLISTING*

**Equal Opportunities Monitoring Form**

Please complete the form online by following this link: https://goo.gl/forms/3tmE1LyVUHny2JO83

Once you have completed the form you will be given a confirmation code. Please enter your confirmation code here:

**Personal details**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Telephone number:** |  |
| **Email:** |  |

**References**

Please give the details of two referees, stating how long you have known them. One has to be your current or most recent employer. References for shortlisted candidates will be taken up before interviews unless you request otherwise.

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
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| **Telephone number:** | **Telephone number:** |
|  |  |
| **Email:** | **Email:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **Time known:** | **Time known:** |
|  |  |
| **May references be taken up before interview?**  YES/NO | **May references be taken up before interview?**  YES/NO |

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| **Other details** | |
| What is the notice required in your present post? |  |
| Is your present post your sole regular employment? |  |
| Are you a British citizen or a national of an Area EU country or Switzerland? |  |
| If not, do you have the right to work in the UK and a current work permit? |  |
| If so, please state the expiry date of your right to work in the UK and/or your work permit. |  |
| Where did you see the advertisement for the post? |  |

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| --- | --- |
| **Disabilities** | |
| **Do you require any special arrangements to be made for your interview on account of a disability?** | Yes/No |
| If "yes", please give brief details that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010: | |
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| --- | --- |
| **Convictions**  Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared. | Yes/No |
| If "yes", please give details: | |
|  | |
| **Data protection**  Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.  I hereby give my consent to Deighton Pierce Glynn Solicitors processing the data supplied in this application form for the purpose of recruitment and selection.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  **I can confirm that I have completed the Equal Opportunity Form**  **Signature (or type your name here):**  **Date:**  Note: Any false, incomplete or misleading statements may lead to dismissal should this application lead to an offer of employment. | |