



## HUMPHRIES KIRK SOLICITORS JOB SPECIFICATION

**Legal Admin Apprenticeship** offered in the **Land Department** at our **Wareham** office.

**Candidate Profile:**

This is a great opportunity to kick start a legal career in an entry level role and obtain a recognised level 3 Legal Admin qualification over an 18 month fixed term contract period via a training provider sourced by the firm.

The role consists of providing general admin support to the Land Law team. Specific admin/legal experience is not required but candidates will be at an advantage if they can demonstrate some relevant work experience. Most important is a willingness and aptitude to learn, and a genuine interest in working within an admin support role within a professional legal environment.

The main duties are set out in the job description and required skills and competencies are set out below.

Depending upon the skills, competencies and wishes of the Apprentice, coupled with their suitability for any roles that may be available at the time, our intention is always to mentor, coach and train to a high standard with a view to retention or in any event, equipping Apprentices with the practical basic administration skills that will stand them in good stead for any future employment

When sourcing new colleagues, as well as looking for the appropriate competencies in relation to the role, we also look for individuals aligned to our Values which are: Accountability, Continuous Improvement, Excellence, Honesty & Integrity, Mutual Respect and Teamwork.

Essential Skills & Competencies	Highly Desirable Skills & Competencies
<ul style="list-style-type: none"> <li>• Some relevant work experience</li> <li>• Interest in law/ legal sector</li> <li>• An aptitude for learning</li> <li>• Good face to face and telephone communications skills</li> <li>• Must have a high level of initiative</li> <li>• Good keyboard, MS Office</li> <li>• Excellent written and spoken English with good numeracy and literacy</li> <li>• Ability to work as part of a team and also on own initiative</li> <li>• Excellent organisational skills</li> <li>• Must be adaptable and flexible</li> <li>• Attention to detail, accuracy, resilience and tenacity to complete tasks to a high standard in a very busy team</li> <li>• Professionally presented both visually and verbally</li> <li>• Quick to adapt to changing priorities</li> <li>• Hard working with a 'can do' attitude</li> <li>• Good reliability and timekeeping</li> <li>• Confidential and diplomatic</li> </ul>	<ul style="list-style-type: none"> <li>• 6 months+ admin experience</li> <li>• Outlook (email/diary)</li> <li>• Good English and Maths GCSE results</li> </ul>

- Pay:** Year 1 - £12,000 for first year  
2<sup>nd</sup> year - The higher of £12,000 (pro rata for part year) or Statutory Minimum wage
- Hours:** Monday to Friday 9.00am -5.00pm with a 1 hour unpaid lunch break (35 hours per week)
- Holidays:** 25 days plus bank holidays and ½ day for birthday.
- Benefits:** Subject to eligibility - contributory pension scheme, Life Assurance, Health cash plan and discretionary bonuses.