



JOB DESCRIPTION

Apprentice - Legal Secretary



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Position	Apprentice - Legal Secretary
Department	Family
Reporting to	Secretarial Co-ordinator
Office	Bishop's Stortford

Overall Purpose

To provide secretarial and admin support to the Fee-earners in a professional and effective manner within the Firm.

Main Tasks

- » To deal with support/admin work as directed by the team
- » To prepare letters and documents as given in dictation or on paper, checking that they are correct and in the house style prior to signing or being sent
- » To attend to clients and other professionals in a professional way on the telephone
- » To take and record accurately any messages and pass on to the appropriate person without delay and action as appropriate
- » To be able to deal effectively with the filing, storage, and retrieval of clients' files and to collate instructions/ briefs and court bundles as required
- » To be familiar with the procedures required for the case system in use
- » To make appointments, arrange meetings and maintain a diary, to be checked against the Fee-earner on a daily basis
- » Check and maintain court diary for hearings and directions
- » To be competent in understanding managing of work on case management system
- » To use office equipment competently including IT client and case management systems Microsoft products, teams, and the case management system used by the court
- » To ensure the confidentiality and security of all clients' documentation
- » To carry out the departmental client care policy
- » To undertake any other administrative/secretarial duties which from time to time may be allocated
- » To be prepared to work at other site the office requests where it is conducting its business

This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.

Job Specification

	Essential	Desirable
Education Qualifications	Good GCSE/A levels or equivalent suitable alternative	
Experience	Confident with use of IT and systems	
Personal Attributes	Well organised Can use own initiative Can prioritise workload Good team member Literate, articulate and presentable Is comfortable to work in a professional environment	
Competencies	Excellent IT skills Excellent communication both verbally and written Works well in a team	
Other Factors	Can work to deadlines Works well under pressure Good attendance record	

August 2025