



# Start your career with us: Practice Assistant

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*A first class set ... who will  
always go the extra mile to  
assist ”*

(Chambers & Partners)

## Why Farrar's Building?

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Farrar's Building is a dynamic set, run by a close-knit team of experienced barrister's clerks. An exciting opportunity has arisen to welcome a new member to the clerks' room in a Practice Assistant role.

You will work with a friendly group of passionate, intelligent, driven people, developing your skills in how to work efficiently and effectively as a team in a challenging role, within a profession that has exceptionally good prospects and career progression opportunities; many of Chambers' existing clerking team have progressed through the ranks to more senior roles at the set.

## Who are we looking for?

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If you are someone with ambition and drive, who is thinking of starting a career as a barrister's clerk, this opportunity could be for you. You will get to experience a varied role, supported by our team of clerks who have between them worked with barristers for over 125 years. Not only will you get to work in a vibrant set situated in the heart of the Temple, but there will also be opportunities to meet a wide range of people, when entertaining and socialising with our clients across the various legal sectors within which we operate.

You must be an excellent communicator, both orally and in writing, and be able to juggle multiple tasks and prioritise. Working as a team is a crucial part of this job, while also being able to demonstrate your own initiative. We pride ourselves on being recognised for providing a "*fantastic clerking service*" and anyone considering this role will therefore be required to uphold this standard at all times.

Ideally, you will have a strong academic record, having achieved at least A level or equivalent qualifications. Some experience in chambers or a team office environment is desirable, but not essential.

## What do others say about us?

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Don't just take our word for it. Here's what our clients say about us in the leading legal directories: "*A friendly but professional set that always produces work of the highest standard*" (Chambers & Partners), "*accessible, approachable and very attentive ... they are true professionals*" (Chambers & Partners), and "*...correctly considered to be a leading set and the service you receive is befitting of that reputation*" (Legal 500)

## What will your role include?

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The main responsibilities in the Practice Assistant role are:

- Working closely within the team and particularly with our Assistant Practice Managers
- Tending to and prioritising all tasks delegated by the team
- Assisting with managing all barristers' diaries, including diarising hearings, conferences and other meetings
- Assisting with the collection and processing of papers for all members
- Assistance with general Chambers' administration and maintenance
- Attendance and support at Chambers' marketing and external industry events, often outside of standard working hours
- Attending in person and telephone court listing appointments
- Assisting with the service and exchange of court documents
- Assisting with the billing and processing of members' fees
- Responding to telephone and email enquiries

You will be working in an open plan office environment, which allows for collaboration between our clerking, fees, marketing and management teams. Our recently refurbished clerks' room and reception areas, and our newly remodelled basement areas, are excellent places to work and enjoy.

## What do we offer you?

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This role is for a full time, permanent Practice Assistant.

We offer a competitive London Living Wage equivalent salary, plus benefits. On completion of your six month probationary period, you will receive an interest free season ticket loan, auto enrolment onto Chambers' pension scheme, access to private healthcare, and the potential to be included in Chambers' bonus schemes.

Your hours will be 40 per week (9am – 6pm each day, with a 1 hour lunch break).

You will receive a total of 22.5 days holiday, plus bank holidays.

We are keen on the successful candidates starting as soon as possible, so early applications are encouraged.

## Would you like to apply? ---

Please send a covering letter setting out your suitability for this role, and a copy of your CV via email to [recruitment@farrarsbuilding.co.uk](mailto:recruitment@farrarsbuilding.co.uk). We are keen to hear from candidates whose hobbies or other interests add value to what they might bring to this role, particularly those focused on teamwork.

You are welcome to contact this email address if you would like to discuss any aspect of the role before applying. A telephone discussion can be arranged with Chambers' Chief Executive or Senior Clerks to address any pre-application queries, if necessary.

The closing date for applications is **Friday 12 June 2026**. It is intended that successful applicants will be invited to interviews during weeks commencing 15 & 22 June, however early applications are encouraged, and interviews may take place before this time.

Farrar's Building is an equal opportunities employer. We actively encourage applications from people in underrepresented groups in the clerking profession.



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