



Blackstone Chambers: Print, Supplies & Archive Assistant April 2019

Contract terms

- Core working hours for this role a 7.30am - 5pm, 8.30am - 6pm or 9.30am - 7pm on a rota shared with print team members.* Occasional overtime (paid) is required
- Annual salary upon application and dependent on experience
- One month's notice upon completion of a three month probation period
- 22 days holiday per calendar year; limit of one week's holiday permissible during legal term time
- Interest free season ticket loan available after completion of three month probation period
- BUPA cover and private doctor service available on completion of probation period
- Other staff benefits including income protection, critical illness and death in service benefits
- Auto-enrolment pension scheme membership
- A uniform of collared tee shirt, work trousers and boots is provided and must be worn at all times when undertaking duties for Chambers
- *The shift pattern rotates on a three weekly basis with each team member working an early, middle and late shift in each three week period; the shifts are arranged by the Print and Post Room officer and approved by the Chambers Director. It will generally be the responsibility of the person working on the middle shift to undertake the duties identified in the detailed job specification

Equal opportunity employer

Blackstone Chambers strives to be an equal opportunities employer and is committed to diversity amongst its members and staff. We encourage and welcome applications from women, people of minority ethnic origin and people with disabilities as well as candidates from other groups which are underrepresented in the legal sector.

Overview of the role

Blackstone Chambers is a leading set of barristers Chambers, operating in the civil law arena with (currently) 107 barrister members and 33 staff members.

Applications are sought for the role of post room assistant to join a team of three working in the print and post department of Blackstone Chambers and providing facilities assistance to barristers and staff in Chambers. The successful candidate will work closely with the other team members, reporting via the print and post room officer to the deputy senior clerk for daily barrister related print and copying, court runs, barrister related requests and clerks room/post room liaison; and reporting to office manager for all stock related and maintenance matters, dispatch issues, checks and other support duties.

Previous experience of working in a similar role would be very beneficial but is not a prerequisite

Person specification

The successful candidate will be approachable, well presented and have very good communication and organisational skills. A successful candidate will be able to demonstrate a good ability to work within a team environment.

The role includes working in a busy print room environment; this will include the use of copiers and the production of copying including Court bundle. Training will be given. This may include the use of Adobe Acrobat to download or convert files; the tabbing of files electronically and the use of simple spread sheets. It follows that a reasonable degree of computer literacy and a working knowledge of Microsoft Office are a pre-requisite for this role. It also requires a calm approach to a busy office environment and the ability to prioritise work to tight deadlines.



This role does involve an element of overtime as and when required and this may be at short notice. The role is physically demanding and involves lifting boxes and supporting the clerking team with assistance on court runs, pushing a trolley to and from court as required and in all weathers. Training in manual handling and lifting will be provided.

The successful candidate will be able to demonstrate, including through appropriate and relevant experience, that they can meet the following requirements:

- ability to work in a busy and physically challenging environment: essential
- ability to work efficiently in a team: essential
- ability to prioritise and undertake a number of tasks: essential
- attention to detail and accuracy in handling of data and multiple copying tasks: essential
- full appreciation of issues of confidentiality in handling sensitive data: essential
- commitment to quality service to clients, members of chambers and staff: essential
- smart presentation and appearance (no visible tattoos or piercings): essential (dress code: uniform provided)
- IT literate: essential: a working knowledge of MS Word, Excel and Adobe Acrobat is required. If not already proficient, training will be provided for use of bespoke software.
- commitment to equal opportunities: essential

Full job specification

A copy of the full job specification for this role is available from the Blackstone Chambers website www.blackstonechambers.com/recruitment



Print, Supplies & Archive Assistant April 2019

Job Description These duties are split into 6 specific areas:

1. Court runs and support to the Junior Clerks
2. Print and Post Duties
3. Supplies and Archives
4. Clearance and waste disposal including recycling of confidential waste
5. Regular Checks
6. Support Duties

1. In all cases when moving round Chambers premises or absent from Chambers whilst carrying out their duties, the team member should notify the Print/Post room Officer or in his/her absence, reception/clerks of their whereabouts and carry with them a Chambers mobile phone for ease of contact/communication by print room team members, clerks/reception and office manager.

The role requires working a split shift system of early (commencing 7.30am), middle (commencing 8.30am) and late (commencing 9.30am) daily. A rota system is applied to ensure that the Assistant will, when working on the weekly print room shift, undertake duties predominantly set out in sections 1, 2 and 6. (Known as Print & Post)

When working on a week covering other duties, the Assistant have primary responsibility for carrying out the duties set out in 1, 3, 4, 5 and 6, (subject to reporting to the Print/post room officer) together with support for as required by the Print/post room officer or other senior member of staff. (Known as Supplies & Archive)

At all times, the print, supplies and archive assistant will be ready to undertake tasks falling within with of the work types identified above, as requested by the Print/post room officer or a senior staff member.

Duties

1. Court runs and support to the junior clerking team:

To assist junior clerk officer as required, in particular to undertake Court runs

2. Print and Post Duties:

- To hold responsibility alongside the Print/Post Room Officer for the performance of all usual copying tasks, printing, scanning, filing and binding tasks as requested, including photocopying of volumes and documents required for court use.
To oversee the scanning of library materials as requested and to file in the appropriate electronic folders
- Copier general maintenance: To ensure that all photocopiers are kept in good order and paper levels are properly maintained at all times and to include ensuring that the copier glass is clean at all times. When working in the print room to contribute accurately to the maintenance service log and to be the contact point for third party maintainers employed to service and maintain the photocopiers.
- To maintain an in/out system for copying jobs, alerting the Print/Post Room Officer/a junior clerk/the relevant barrister once copying work is ready for collection from the



print room. To ensure that all law reports and text books are ready for return to library shelves/ members' of chambers rooms once copied.

- Along with the Print/Post Room Officer to monitor stocks of all stationery and printed items, and advise stationery orders to the team member working the Supplies & Archive shift; and retain delivery notes for billing purposes.
- When working on the later daily shift, to maintain stocks of stationery in the Print room (files, tabs, envelopes etc) available for use after standard working hours and to ensure that the copiers have full stocks of paper loaded at the end of the working day.
- To prepare in conjunction with the Print/Post Room Officer stationery packs for new joiners and to inform them of important post room procedures, in particular return/storage of documents.
- To understand all incoming and outgoing post procedures, including, and in the absence of the Print/Post Room Officer, maintain the daily log of Royal Mail delivery times. To also deal with DX, FedEx, courier post (where applicable). Keeping up-to-date records where necessary for recharging to barristers on a monthly basis.
- To distribute all incoming post to pigeon holes daily and to dispatch all outgoing post. Where possible, to ensure cheque payments received through the post/DX are given to the Senior Clerk or his nominee.

3. Supplies and Archives:

- To understand and return relevant papers to solicitors ensuring the correct procedure is used for recording purposes i.e. entry on Lex, and updating of archive records. Filing of records when required, including electronic filing on the Lex data base.
- To maintain the archive system for all papers and articles stored off site; to assist with the storage and retrieval of all papers and documents etc from storage. To participate in the regular review of the documents in off site storage and consideration given to return to solicitors or for destruction, under the direction of the Print and Post Room Officer.
- Maintain correct ordering of stationery ensuring that proper stocks of necessary items are maintained in chambers - with particular regard to stocks of paper, both copying and printed and toner cartridges and ensure stationery orders are placed by 4pm daily and authorised, when required, by the office manager.
- To carry out a regular (minimum daily) checks of the floors and collect any papers put out for collection by barristers for onwards despatch to solicitors, confidential waste or to archive. To ensure daily despatch of papers to solicitors as necessary or to archive on a regular basis, or by confidential waste disposal.

4. Clearance and waste disposal including recycling of confidential waste

- To keep all corridors and fire exits free of boxes, files and other flammable materials undertaking daily regular checks of any other premises occupied by Blackstone Chambers (now or in the future) to ensure the speedy clearance of papers, boxes and other materials placed in the corridors. Also to check papers stock levels (and replenish if necessary) in satellite print areas in Chambers and annexes.
- To work in a tidy organised manner ensuring assistance to the Print/Post Room Officer for the tidiness of the post/print room areas, stationery store and other storage areas including New Court cellars, clearing rubbish from all floors to the external rubbish areas. To dispose of old files in black bags and place in external waste bins (provided by Landlord) ensuring any identifying labelling has first been removed and the files emptied
- To assist the Print/Post Room Officer with the organisation of the disposal of all confidential waste paper in Chambers via a 3rd party provider. Alternatively to carry out shredding of printed materials as requested. To monitor levels of paper waste in the confidential shredding bins; to relocate bins and to report/order additional uploads from the 3rd party provider if required.



5. Regular Checks

- To undertake the duties of Chambers' lighting checks and record any outages in electricians report book, including contact with contracted electrician to ensure works are carried out in a timely fashion. Where standard light bulbs require replacement, to change those bulbs where possible.
- Under the direction of the Print/Post Room Officer or in his absence to read electricity meters, record readings and report readings to relevant provider on monthly basis for correct billing purposes. Assist with maintenance of register of readings taken.
- To assist the Post and Print Room Officer with fire extinguisher weekly checks.
- Ensure the daily checking of all safes within Chambers and the maintenance of the log of safe security checks
- Daily check of gas canister for sparkling water, including the replacing of canister when required. Ensure a full canister is always available.

6. Support Duties:

- When carrying out the first shift of the day, to check both Blackstone House and all annexes (save for 23 Essex St until further notice) and disarm the relevant alarm systems in each area
- To move pupil desks around Chambers under the direction of the Office Manager or Pupillage Administrator, set up meeting rooms and client event space as and when directed by other departments. To assist with maintenance of storage schedule/register for temporary desks and chairs.
- To carry out small facilities and maintenance tasks as required and to assemble temporary desks as requested by the Office Manager or Pupillage Administrator.
- Library support: Under the direction of the librarian to undertake collection and return of books. To assist librarian with mapping of book storage.
- To ensure that Blackstone Chambers meeting room water bottles are refilled and stored where directed by BC Housekeeper and to install water bottle to reception water cooler as required. ,
- To undertake Fire Marshal duties as directed by the Office Manager.
- To undertake additional tasks and duties as directed from time to time by Office Manager
- To undertake all tasks of the Print/Post Room Officer during absence/annual leave periods.