**Outdoor and Office Assistant – Schedule 1**

**This role is in our London office and is based in the office during Covid. The role cannot be carried out at home.**

**Duties:**

* Reporting to manager of the team
* Liaising with the members of the team and other clerks to ensure the smooth running of the department
* Keeping the team informed of requirements and outstanding actions which require follow up

**Including:**

**Some of these tasks are not currently required due to covid (but form part of the role in normal times)**

* Organising the distribution of the post and DX each morning
* Taking post to the post office daily
* Delivering mail by hand for members of Chambers (in the local area)
* Delivering skeleton arguments to courts and other chambers
* Arranging delivery of / delivering documents out of London
* Taking documents to and from various courts, solicitors’ offices and arbitration centres in London
* Organising papers throughout Chambers and for offsite storage
* Organising internal and external storage areas and maintaining a list of all documents stored
* Photocopying and printing of documents – advising clerks of charges as appropriate (following our protocol)
* Arranging external photocopying
* Sending and distributing emails and urgent documents in accordance with Keating Chambers’ protocol
* Keeping all photocopiers and printers filled with paper in all areas. Carrying out daily checks of all barrister floors and staff areas for paper, jams, toner, stationery supplies
* Obtaining lists of authorities / researching via electronic subscriptions and at libraries / on websites
* Assisting with general maintenance as appropriate
* Moving furniture
* Undertaking personal duties for members of Chambers when time allows
* Assisting with set up of arbitration suites and conference rooms
* Assisting the Conference Facilitator in making refreshments for meetings when busy
* Clearing conference rooms and returning papers to barrister rooms
* Assisting the clerks’ room and administration team as directed
* Collecting lunches etc
* Booking couriers, taxis etc
* Checking PPE stocks around the building
* Assisting in other areas of Chambers’ work as directed, to ensure the smooth running of Chambers
* Undertaking continued training as appropriate for your role
* Working in a safe manner, identifying any health and safety hazards, and advising the administration department

**Any other duties as directed. All duties are subject to change dependent on the requirements of Chambers’ business.**

**All duties are both for Keating Chambers Service Company Ltd and /or Keating Chambers.**

**Signed:**

**Date**