



## Property Apprenticeships – London office

£ 20,000 per annum

### The Basics :

- ✓ 9am to 5pm, Monday to Friday
- ✓ Based in our London office
- ✓ Equivalent to 1 day a week study

### Additional benefits:

- ✓ Flexible working
- ✓ Contractually enhanced sick pay
- ✓ Contractually enhanced maternity and paternity schemes
- ✓ Low monthly fee targets
- ✓ Work/life balance
- ✓ Fully funded study

### 4 year benefits:

- ✓ Private healthcare
- ✓ Income protection
- ✓ Monthly travel contribution

### Competencies:

- ✓ Positive outlook
- ✓ Team player
- ✓ Professional
- ✓ Personable & caring
- ✓ Capable of demonstrating self-improvement

### About us

Attwells Solicitors is one of the leading property firm in East Anglia, with offices in Ipswich, Colchester and a boutique London office. Attwells are a young, dynamic and diverse law firm with a focus on career progression, plain-English legal advice and excellent client care. We are dedicated to breaking down barriers to entry to the profession and providing our staff with autonomy to shape their own future, in an environment in which they can thrive.

Working at Attwells is about the “4Ps”:

**Personal:** Caring for our clients and one another

**Professional:** Always acting with trust and integrity

**Progressive:** Growing and improving for our clients and ourselves

**Positive:** Being a “can-do” team player.

### Overview of the role:

The property apprenticeship will provide you with the knowledge, skills, qualification and understanding required to become a property lawyer. You will work from our London office supporting the team in a mix of administrative and legal work and will have the equivalent to one day a week studying with our chosen provider.

Over the course of the apprenticeship you will study for the CLC. At the end of the apprenticeship you will be a licensed conveyancer, with at least 4 years of practical experience.

In the first two years you will be completing a mixture of general office duties and legal assistant work predominantly in conveyancing. Tasks will range from welcoming clients, dealing with post, scanning, making sure the office is well stocked with stationery and organised. You will also assist property lawyers with their cases giving you a perfect learning opportunity. We expect that in your third and fourth year you will gain experience in managing a conveyancing caseload with support from your line manager and training manager. This will include reviewing property title documents, mortgage documents and much more.

**Start Date: September 2024**

### The candidate

- Local to our London office;
- A Levels CCC or equivalent;
- 5 GCSEs at Level 4 (c) or above including English and Maths;
- Able to work independently whilst also being a team player;
- Friendly and caring attitude

### Equal Opportunities

Attwells are committed to recruiting individuals on merits of suitability for each role, on the basis of qualifications and experience. All applications are treated equally regardless of sexual orientation, race, disability, religious beliefs and any other protected characteristic, ensuring that there are equal opportunities at all stages of the recruitment process.

### How to apply?

To apply please send your CV, Covering Letter and a completed Equal Opportunities Monitoring Form (available here: <https://attwells.com/wp-content/uploads/2021/08/Equal-Opportunities-Monitoring-Form-August-2021.pdf>) to [recruitment@attwells.com](mailto:recruitment@attwells.com)