**Person Specification**

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| **Job Title**: | Trainee Solicitor | **Responsible To**: | Head of Department | **Location**: | Stroud |

We will consider all candidates who meet the Essential criteria. The Desired criteria is designed to guide candidates on our preferred qualifications and experience.

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|  | **Essential** | **Desired** |
| Experience | At least one year of work experience in a customer facing role | At least one year of relevant paralegal work experience |
| Experience of Microsoft Office | At least one year of work experience in any role in a Legal Service provider |
| Qualifications\* | At least a pass in a Legal Practice Course | A merit or distinction in a Legal Practice Course |
| A qualifying law degree or Graduate Diploma in Law | Achieved a 2.1 in an undergraduate degree in any discipline |
| English and Maths GCSE (B) | Hold a European Computer Driving License or equivalent IT qualification |
| Skills | Attention to detail | Computer literacy |
| Written and verbal communication skills | Numeracy |
| Interpretation and analysis | Organisation |
| Attitude | Participate within the firm | Participate within the local community |
| Self-motivation and hardworking | To live and work in Gloucestershire |
| A willingness to learn and develop | Integrate within a team |
| Other | Suitable person for SRA approval | - |

\* **Please Note**: all equivalent or higher qualifications/grades will be considered.