



The SUPREME COURT

Terms and Conditions

Judicial Assistants to the Justices

Term

These posts are fixed term appointments starting on Monday 16th September 2024 and ending on Friday 1st August 2025. Successful candidates will be expected to commence their appointment on Monday 16th September 2024.

If you are a barrister still completing pupillage in September 2023, and are successful, the Court will sign off the final part of your pupillage with the Bar Council.

Pay

Salary will be **£38,905 per annum**¹ and will be paid monthly in arrears, on the last working day of each calendar month by credit transfer to your bank or building society.

Hours

You will normally work a 5 day week of 36 hours excluding lunch breaks, working Monday to Friday.

Location

Place of work will be the UK Supreme Court, Parliament Square, London, SW1P 3BD subject to the requirement to work from home if any restrictions are in place. Flexible working is supported subject to the needs of the Court and the Justices. Any relocation costs involved in a move to the UK Supreme Court will not be met by UKSC and will need to be met by individual successful candidates.

Benefits

¹ Subject to increase from 2024 Pay Award once approved by UKSC Remuneration Committee

Benefits include optional membership of the Principal Civil Service Partnership Pension Scheme / or Partnership Pension, an interest-free season ticket/bike loan, corporate membership to Benenden Healthcare and other staff benefits.

Annual Leave

Leave entitlement for the duration of the contract is 23 days plus public and bank holidays. Holidays are encouraged to be taken during the legal vacations where possible.

Conditions of Service

Judicial Assistants will be civil servants for the duration of the fixed term appointment and expected to abide by the Civil Service Code of Conduct. This includes acting with integrity, impartiality and honesty at all times. Judicial Assistants must not publish anything without permission (including e-publishing), or allowed to continue either acting or advising on any case connected to the UKSC, or any case likely to be heard at UKSC in the foreseeable future. In addition, Judicial Assistants must not act as a Solicitor or Barrister in their own name for the duration of the appointment.

In addition, if you work in a voluntary capacity for another organisation you may have to apply for permission to continue to ensure there is no conflict of interest with the role of Judicial Assistant at The Supreme Court.