

KINGSLEY NAPLEY

Job Description

Title:	Archiving Assistant (FTC – Ending April 2027)
Hours:	9 am to 5.30 pm, and as required, flexible applications considered.
Working week:	Monday to Friday
Responsible to:	Head of Facilities
Department:	Building and Central Operations
Purpose of job:	The Archiving Assistant is responsible for the management and maintenance of physical and electronic records throughout their lifecycle. The role supports efficient records management processes by coordinating archive storage activities, processing file closures, maintaining accurate records in relevant systems, and ensuring timely destruction of files in accordance with retention policies.

Responsibilities:

- Coordinate the ordering, collection, and return of archive boxes with external storage providers.
- Process file closure requests for both Business as Usual (BAU) and legacy matters
- Manage the destruction of files that have reached the end of their retention period, ensuring compliance with records management policies.
- Update internal systems with archive, retrieval, closure, and destruction details to maintain accurate records.
- Maintain the integrity and accuracy of archive databases and tracking systems.
- Liaise with internal teams and external storage vendors regarding archived records and retrieval requests.
- Support records management and archiving projects as required.
- Ensure all archiving activities are completed in accordance with firm policies, legal requirements, and data protection standards.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the post holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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Person Specification

Job Title: Archiving Assistant

	<u>Essential</u>
Knowledge and Technical Ability:	<ul style="list-style-type: none">• Ability to demonstrate attention to detail• Ability to demonstrate organisational skills and prioritisation.• Able to prioritise work in a fast-paced environment• Ability to remain calm under pressure and in demanding situations• Can demonstrate the ability to work with large amounts of data and an analytical mindset• Experience with Aderant and Mattersphere systems would be advantageous
Client Care:	<ul style="list-style-type: none">• Ability to demonstrate clear and professional communication both written and oral.• Ability to establish effective working relationships within the department and firm• Can demonstrate the ability to complete work within agreed timescales
Firm Wide Skills:	<ul style="list-style-type: none">• Knowledge of Microsoft programmes to include Outlook, Word, Excel and the ability and willingness to learn any other core systems implemented by the firm.• Has an awareness of the importance of client confidentiality, information security and data protection
Attributes:	<ul style="list-style-type: none">• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment• Strong team-based skills and willingness to work for the common goals of the department and promote positive team relations• Can demonstrate a positive, conscientious and pro-active approach to work• Ability to demonstrate self-motivation and ability to multitask• Ability to adapt to changing priorities and modes of work

All applicants who are offered permanent or long-term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.