

A young woman with blonde hair in a ponytail, wearing a purple t-shirt, is working in an office. She is holding a stack of papers in her left hand and looking at a filing cabinet on the right. The background is slightly blurred, showing office shelves and equipment. The overall image has a purple tint.

Start Your Apprenticeship With
WINNsolicitors



TAKE YOUR NEXT STEPS WITH US



If you'd like to gain qualifications while working for a well-known law firm, why not join our apprenticeship scheme? You'll benefit from excellent training, hands-on experience, and a monthly salary.

Over the course of your apprenticeship, you'll be mentored every step of the way, by members of our supportive team. On completion, you'll gain an NVQ Level 2 in Business Administration, and the opportunity to progress and develop your career within the firm.

You'll start out in our busy administration team, where you'll gain a wide range of skills in ICT, administration and customer support. You'll work with departments across the company, which will help you to get a feel for how you'd like your career to shape up.

At Winn Solicitors, we pride ourselves on offering our staff excellent progression opportunities - on completion of an apprenticeship, you can apply to move into a more senior role within the company.

Join us as an apprentice today, and you'll be taking your first steps into an exciting career. To apply, email your CV and a covering letter to our HR team: hr@winsolicitors.com

Michael Warmington
Associate Director

ABOUT WINN SOLICITORS

Winn Solicitors is a national law firm, founded in 2002. We have grown from a team of eight into an award-winning company with over 300 employees across the group - and we have no plans to stop there! Fast-paced and dynamic, we're always on the lookout for hard-working people to join our growing team. We know that our success is down to the people who work for us, which is why we continue to place so much emphasis on rewarding our staff. We believe in recruiting those with the potential to go far, and welcoming their ideas and contributions.

We recognise that investing in our business means investing in our people, and in the community around us. We are proud to be based in the North East of England, and we are keen to support our local community. Simply employing people from the local area isn't enough for us, which is why we work on a number of charitable projects across the region.

We aim to inspire and challenge, nurture talent and share successes. We are committed to hiring staff with excellent potential, and rewarding hard work and staff alike. We want motivated employees to join and remain with our growing teams, which is why our apprenticeship schemes are among the best in the industry.



“ I've been at Winns for over ten years, and have progressed quickly through the company. So far, highlights have included becoming a costs lawyer, and a landmark court of appeal win. I am now enjoying my new role as Deputy Head of Portal, and I am extremely grateful to Winns for the fantastic career opportunities. ”

Rachel Allen

Deputy Head of Portal

Joined the firm in 2006 as a Receptionist/Legal Secretary

WHAT IS AN APPRENTICESHIP?

An apprenticeship is a work-based training scheme, which gives you the opportunity to earn while you learn. Your apprenticeship will lead to a nationally recognised qualification.

As an apprentice, you'll be employed in a specific job role. Your studies will be relevant to this role, giving you a real head start in your career.

Apprenticeships are becoming a more and more popular alternative to university, as they offer experience that is really relevant to the workplace.

WHY MIGHT AN APPRENTICESHIP BE RIGHT FOR YOU?

If you're looking to gain practical experience in place of a classroom education, an apprenticeship with Winn Solicitors might be right for you.

You'll gain qualifications while working in a real-life job, and earn a salary at the same time. Learning from industry professionals is a great way to kick-start your career.

AN APPRENTICESHIP WITH WINN SOLICITORS IS YOUR STEPPING STONE TO A REWARDING CAREER

Why choose Winn Solicitors?

- Work for an award-winning law firm
- Earn while you learn
- Get excellent training and support from experienced staff
- Benefit from fantastic progression opportunities
- Receive an NVQ level 2 in Business Administration
- Enjoy working in a friendly, professional environment

What are we looking for?

- Five GCSE grades C or above, including maths and English
- Enthusiasm and a willingness to learn
- Good ICT skills
- An interest in working in a law firm

How long will my apprenticeship last?

In order to complete all of the requirements of your apprenticeship, you'll need to work at Winns for at least a year whilst you complete your qualification.

How do I progress after the apprenticeship?

We believe in helping staff to develop in their careers. If you're committed to your role and would like to stay with us after the successful completion of your apprenticeship, there's potential to progress into a long-term role within the company.

How do I apply for an apprenticeship with Winns?

To apply, email your CV and a covering letter to our HR team: hr@winnsolicitors.com



MEET CARLY, FROM WALLSEND

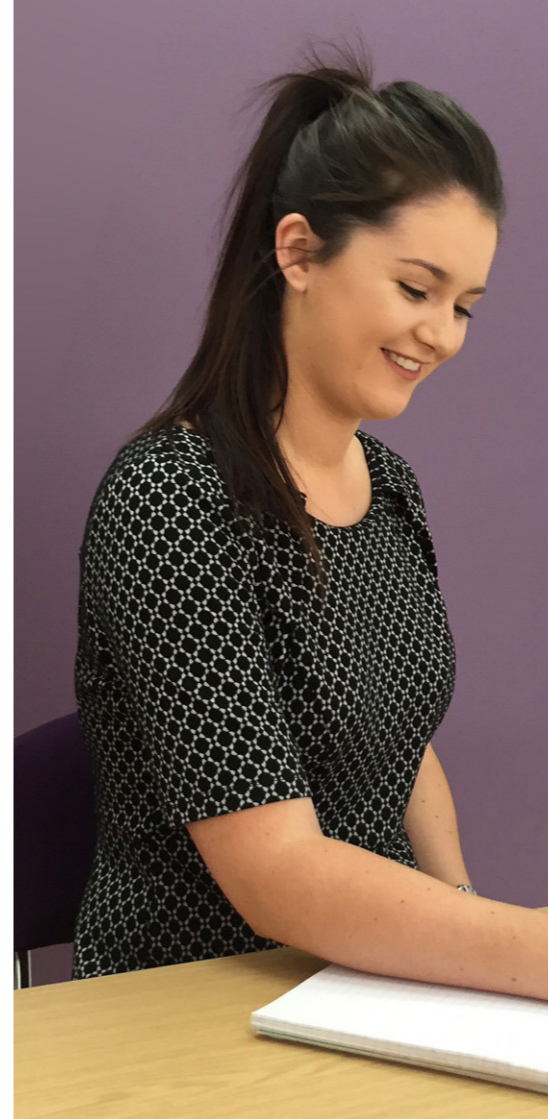
"I joined Winns as an Apprentice Admin Assistant after leaving school and have recently been promoted to Admin Assistant within the Trials team.

It felt really good to be promoted to my new role. I feel like my time on the Post Team was spent building my confidence in and around the office. I feel like that has really paid off, and I'm thoroughly enjoying my new role.

I really enjoyed completing my apprenticeship, and received a lot of help and support when needed. Being organised and keeping on top of my work also helped me to complete this to a good standard.

I would recommend becoming an apprentice with Winn Solicitors to others; being able to work while gaining a qualification is a great way to learn.

I feel very comfortable, happy and settled at Winns. There is a lot of support throughout the office, whether it's linked to my work now, or when I was working as an apprentice in the Post Team."



MEET LAURA, FROM FENHAM

"I joined Winns three and a half years ago, as an admin assistant on the post team. After only eight months, I was promoted to legal assistant.

In my new role, I work in the clerks department, assisting legal clerks and solicitors with file handling duties – this could be anything from issuing court proceedings to liaising with clients, courts or third party insurers.

I was really happy to be promoted so quickly – there are lots of opportunities to get training and move up within the company, if you work hard.

I'm hoping to continue to make progress with Winns, working my way up to become a file handler, and eventually a solicitor."

MEET SAM AND MEGAN

Q. When did you start your apprenticeship with Winns and what did you do before you joined the firm?

Sam: I joined Winns in April 2017, after finishing my A levels and taking a gap year.

Megan: I started working at Winns in November 2016. Before joining the firm, I worked in hospitality.

Q. Why did you choose to do an apprenticeship?

Sam: I chose an apprenticeship because it offered me the opportunity to gain experience in a professional environment, working five days a week, 9 to 5.

Megan: I chose to do an apprenticeship as it allows me to train on the job and receive another qualification alongside my AS and A levels.

Q. Why did you choose to do your apprenticeship at Winns?

Sam: I chose Winn Solicitors because it was recommended to me by a friend whilst I was job searching for my gap year. I was immediately



impressed that an apprenticeship could be my starting point in a large, highly acclaimed and professional organisation. I was excited to work in an environment that dealt with real cases, and that I would be able to help with running cases by dealing with admin and sorting of correspondence. I also had an interest in law when I was at school.

Megan: I chose to work at Winn Solicitors as they provide a great platform for young learners to achieve academically while still working and training on the job.

Q. What do you enjoy about your apprenticeship with Winns and what would you like to do in the future?

Sam: Working in the admin team at Winns means I deal with a range of tasks, so every day brings new challenges. The admin team is relied on by all departments, so there is pride in the work we do as we are a vital part of the organisation. I am also really impressed in the ability to progress within the company, seeing apprentices from my team moving up to more legal based roles.

Megan: Working here offers great opportunities for progression. Experiencing what it's like to work in a law firm might not have been possible for me at this stage in my career without this apprenticeship scheme. In the future, I hope to progress within the firm.



ACCREDITATIONS

Winn Solicitors is an award-winning firm. We are recognised both within our industry and across the board for our commitment to our staff and our clients. The following accolades highlight the quality of our work, and our commitment to your future:

Lexcel - We have maintained this prestigious practice management standard since 2011. Lexcel is only awarded to solicitors who meet the highest management and client care standards, so you know you're among the best in the industry.

Investors in People - Our staff are important to us. We believe in providing training and development opportunities for all. Part of our commitment to investing in people involves ensuring that our staff have a good work-life balance.

Action on Hearing Loss - We're proud to be accredited by national charity Action on Hearing Loss, as part of their Louder than Words best practice charter. The charter sets out best practice standards for organisations that strive to offer excellent service and accessibility to staff and customers who are deaf or hard of hearing.

Legal 500 - Our Legal 500 status identifies us as one of the leading law firms in the country. Working for a Legal 500 firm, you can be sure that you're working alongside, and learning from, those with the highest quality of professional expertise.

To find out more about starting your apprenticeship with Winn Solicitors,
visit our HR website or contact our team direct:

w: winnsolicitors.com

e: hr@winnsolicitors.com

t: 0191 276 1000

twitter: [@winnsolicitors](https://twitter.com/winnsolicitors)

Lexcel
Legal Practice Quality Mark
Law Society Accredited



INVESTORS
IN PEOPLE

Accredited
Until 2020

**ACTION ON
HEARING
LOSS**

The
**LEGAL
500**
UNITED KINGDOM

LEADING FIRM
2017

Winn Solicitors Ltd, Brinkburn Street, Byker, Newcastle upon Tyne, NE6 1PL