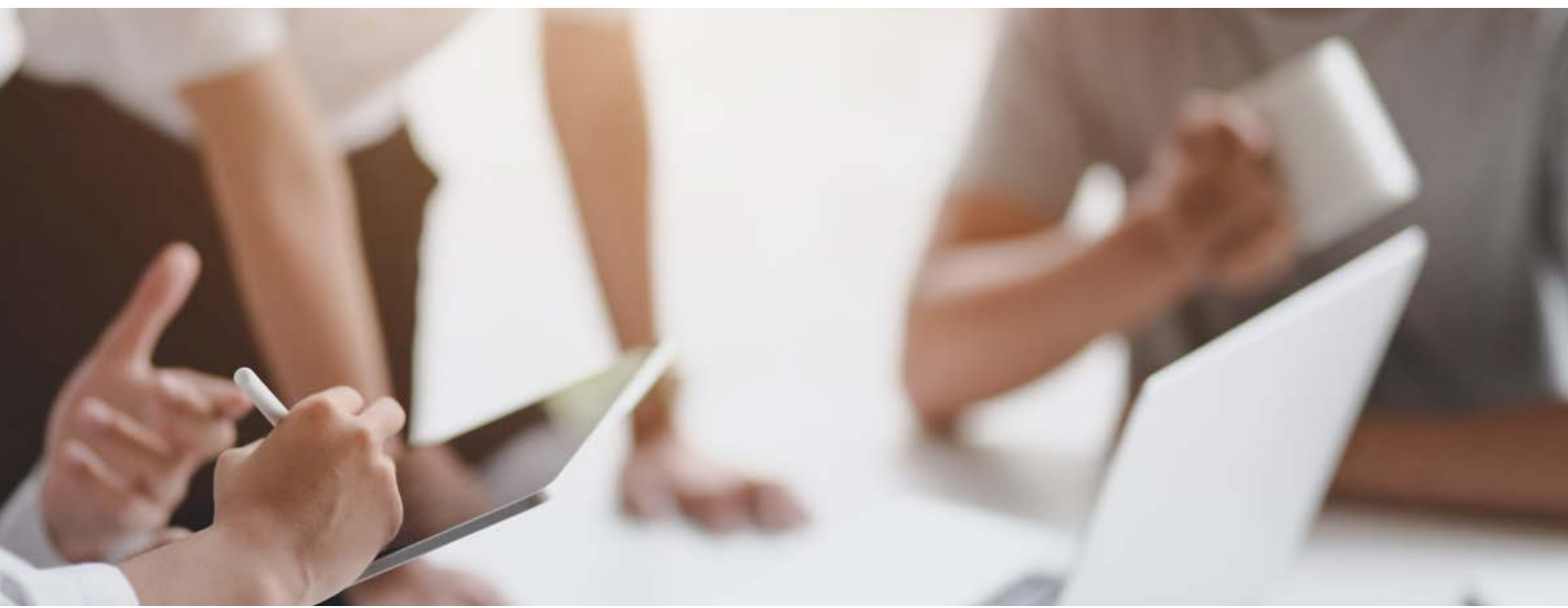


pavilion row  
THE WILL, PROBATE AND TRUST SPECIALISTS



# Level 3 Paralegal Apprentice

Pavilion Row is a STEP Platinum Employer Partner  
accrediting the strength of our learning and development culture

# Level 3 Paralegal Apprentice

**Begin your legal career with Pavilion Row – start date September 2026.  
Full time office based at our Sheffield Office, S21 3WY.**

Are you looking for your first step into a career in law? Do you want to earn while you learn in a supportive, professional environment?

We're looking for a Level 3 Paralegal Apprentice to join our Legal Support Team at Pavilion Row — a specialist law firm focused on Wills, Trusts and Probate.

## Why join Pavilion Row?

At Pavilion Row, we do things differently. Our culture is built around three simple values:

**Care | Collaborate | Try Hard**

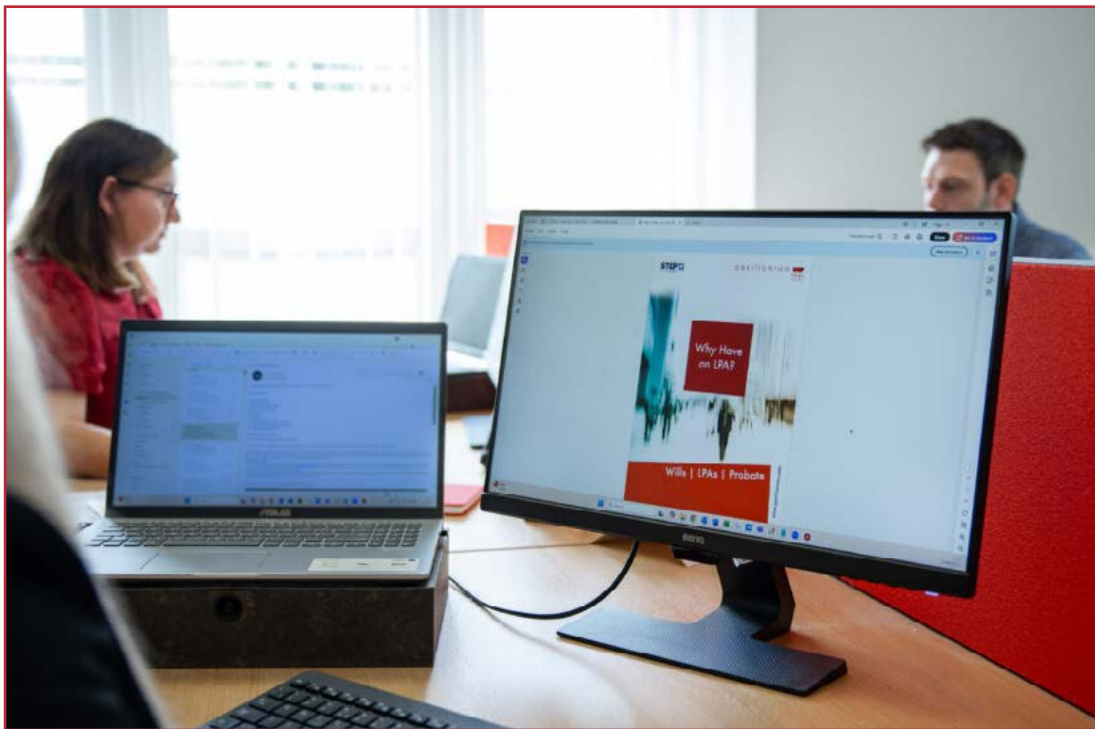
We believe in developing talent at every stage, whether you're just starting out or building your career. You'll be part of a supportive team where learning is encouraged, knowledge is shared, and your development genuinely matters.



## What you'll be doing

You'll play a key role in supporting our Legal Team while developing your skills through your apprenticeship. Your day-to-day responsibilities will include:

- Speaking with clients over the phone
- Setting up new legal matters
- Managing documents and compliance checks
- Preparing paperwork for clients
- Supporting the team with administrative tasks
- Helping ensure matters progress efficiently



## What we're looking for

We're looking for someone who is:

- Keen to learn and develop a career in law
- Organised and detail-focused
- Confident communicating with clients
- A pro-active, team focused mindset
- Ideally some experience working in an office but not essential

You don't need previous legal experience just the right attitude and a genuine interest in the legal sector.

## Requirements

- GCSE English & Maths (Grade 5 or above)
- A-Level (or equivalent) education
- Basic IT skills (Microsoft Office)

## What you'll get

- A recognised Level 3 Paralegal qualification
- Hands-on experience in a specialist law firm
- Ongoing support and mentoring
- A clear pathway for career progression
- Positive company culture

## Salary & Other Benefits

- £21,450 - £24,800
- 25 days annual leave plus bank holidays
- Additional days leave for your birthday and 3 days between Christmas and New Year
- Company pension scheme
- Private Health Care
- Employee discount programme

## Apply now

Please send your CV to [careers@pavilionrow.com](mailto:careers@pavilionrow.com), along with a short statement (around 200 words) outlining why you would like to join Pavilion Row and including a personal example that demonstrates how your skills and qualities align with what we are looking for in this role.

