

# The Diploma

IN PUBLIC SERVICES

## How to become a... Court Usher

£12,000-£14,000 per year

Promotion to: Supervising Usher, Barristers' Clerk, Legal Secretary, Legal Advisor

### Job Description:

To work as part of a team in County and Crown Courts to ensure the smooth running of the courts, under the direction of the Court Clerks.

Court usher duties vary but include tasks such as preparing the courtrooms, helping to maintain order in the court and assisting with the swearing in of witnesses and jurors. Some out of court duties like handling post are also involved. They can act as Jury Bailiff when the jury retires to consider verdict in the Crown Court which can involve an overnight stay in a hotel.

Ushers are expected to work without supervision after training. They work with the public, legal professionals and judges.



### Personal Competencies

Deal with all kinds of situations

Good customer services skills

Accurate

Confident and firm

Methodical

Speak clearly

Interested in the law

Martin was interested in law but didn't know what area to go into.

He took a Higher Diploma in Public Services and chose customer services and conflict handling for his ASL. He spent a week in a county court working with a clerk and based his project on court operations and ways to improve these.

Martin and his skills and experience from the Diploma made such a good impression on the clerk he shadowed that they kept in touch which is how Martin found out about an upcoming job. He now plans to go into the courts service as an usher and hopes to make it to supervising usher within three years. He thinks he will look into apprenticeships in management or team leading so that he can earn and learn at the same time.

For more information try visiting:  
[www.connexions-direct.com/jobs4u](http://www.connexions-direct.com/jobs4u)  
[www.skillsforjustice.com](http://www.skillsforjustice.com)  
[www.HMcourts-service.gov.uk](http://www.HMcourts-service.gov.uk)

### Training and Qualifications

Most courts will ask for at least four GCSEs grades A\*-C including English which a Higher Diploma will provide. There is a year of on-the-job training with an experienced usher. Then you can complete a Level 2 court operations award.

A court usher can also be promoted to the grade of administration within the Civil Service.