FOR LAW FIRMS

Before you publish a conveyancer advert

From our article: **How to write a conveyancer job advert that gets applications**
Read it in full, with the sources for every figure: https://www.wilsonmannion.co.uk/insights/how-to-write-a-conveyancer-job-advert
Checked 22 October 2026. General information, not legal advice.

IN SHORT

A conveyancer advert that gets applications names the role, the place, the pay band, the working pattern in days, the work in files and systems, who supervises and what happens next. Leave out any wording that points to an age, a sex or another protected characteristic under the Equality Act 2010, and describe the competence you need instead. Pay matters: in CV-Library's August 2026 survey, 41% of 1,043 UK jobseekers said they would not apply without salary information.

Key takeaways

- Put the role, place, pay band and working pattern in days in the first lines.
- Describe the work in files and systems, name who supervises, and say what happens after someone applies.
- Leave out wording that points to an age, a sex or another protected characteristic. Describe what the person must be able to do.
- The Equality Act 2010 applies to your advert. If an agency advertises for you, regulation 27 applies to the agency.
- Set a review date. Take the advert down when the role is filled.

Before you publish a conveyancer advert

- [ ] The title names the level and the work.
- [ ] The place is a town.
- [ ] The pay is a band for this role.
- [ ] The working pattern is in days.
- [ ] The work is described in files, systems and support.
- [ ] The supervisor's role is named, and so is who the person would supervise.
- [ ] The qualifications you will consider are listed.
- [ ] The next role is named, in one sentence.
- [ ] Nothing in it points to an age, a sex or another protected characteristic.
- [ ] It says who reads applications and when they reply.
- [ ] It has a review date in your diary.

How to keep an advert honest

1. **Set a review date**
   Choose a date when you publish, such as two weeks out. It is our suggestion, not a rule.
2. **Reply to everyone**
   Acknowledge each one and say when they will hear.

3. **Update when facts change**
   If the pay band, the days or the supervisor changes, change the advert the same day.
4. **Close when an offer is accepted**
   Not when the person starts. Take down every copy, including a recruiter's.
5. **Say so if you are only talking**
   If there is no vacancy yet, write that plainly.

Is the advert ready to publish?

QUESTION	IF YES	IF NO
Do you know the live files per fee earner?	Put the figure and your counting rule in the advert.	Count them before you advertise. A guess in print becomes a promise.
Is the pay band agreed?	Show it.	Do not advertise yet. A role without an agreed budget may not be a role.
Does the supervisor have time?	Say who they are and what they carry.	Fix that first, or say what support is in place.