



Job description			
<b>Job title</b>	Legal Assistant (Children's social care)		
<b>Grade</b>	Pay Band H / SCP 23 - 25		
<b>Directorate</b>	Resources		
<b>Service/team</b>	Legal services – child protection team		
<b>Accountable to</b>	Senior Legal Assistant (Adults and Children's social Care)		
<b>Responsible for</b>	not applicable		
<b>JE Reference</b>		<b>Date Reviewed</b>	

### Purpose of the Job

We are seeking a diligent and detail-oriented **Children's Social Care Legal Assistant** to join our People's Team. In this role you will provide comprehensive legal and administrative support to our Children's Social Care Legal Team, ensuring that we deliver high-quality legal advice and services.

### Duties and Responsibilities

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1. Assist legal professionals and client departments in managing cases relating predominantly to children's social care.
2. Conduct legal research and prepare summaries, reports, and case notes.
3. Draft, review, and proofread legal documents such as court applications, letters, and statements.
4. Liaise with internal departments, external agencies, and clients to ensure smooth case progression.
5. Maintain and organize case files, ensuring compliance with legal and organisational standards.
6. Monitor deadlines and ensure timely submission of legal documents and reports.
7. Provide administrative support, including scheduling meetings, managing correspondence, and filing.
8. Keep up to date with relevant legislation and policies affecting adult social care practice or law.



## Knowsley Better Together – Staff Qualities



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.