



Job description	
Job title	Legal Assistant (Children Social Care)
Grade	H (SCP 23 to SCP 25)
Directorate	Resources
Section/team	Legal Services (People Team)
Accountable to	Senior Legal Assistant (Adults and Children's Social Care)
Responsible for	Not applicable
Date reviewed	January 2025

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

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.

Health and Safety

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

Data Protection and Information Security

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

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.