



Person Specification			
Post title	Legal Assistant (Children's Social Care)	Grade	H / £34,434 - £36,363 per annum

This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	To have relevant experience of handling a caseload of child protection matters including primarily relating to the child's social care and child's safeguarding functions of the Council but also other areas of litigation	CV/SS, I
S2	Knowledge and/or experience of local government law and practice would be an advantage	CV/SS, I
S3	General administrative experience within a busy office environment	CV/SS, I
S4	The ability to articulate accurately in relation to legal issues/advice	CV/SS, I
S5	The ability to carry out research on a variety of legal issues	CV/SS, I
S6	The ability to understand a case management system and provide support for and recommend changes in practices and procedures in order to develop that system to its full potential	CV/SS, I
S7	To have a high degree of flexibility, with the ability to prioritise workloads, often to tight deadlines and to work with different fee earners	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I

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P2	To be able to demonstrate a commitment to working to consistently high standards and in a flexible and responsive manner, whether individually or as a member of the team.	CV/SS, I
Communication		
C1	Excellent oral and written communication skills	CV/SS, I
Qualifications		
Q1	You must hold or be working towards CILEX/degree in law or equivalent or extensive specialist knowledge of child protection law	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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