



Job description			
Job title	Legal Assistant (Children Social Care)		
Grade	Grade J (SP26-28)		
Directorate	Resources and Partnerships		
Service/team	Legal services (people team)		
Accountable to	Senior Legal Assistant (Adults and Children's Social Care)		
Responsible for	Not applicable		
JE Reference		Date Reviewed	14 August 2026

Purpose of the Job

We are seeking a diligent and detail-oriented Children's Social Care Senior 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. Provide timely and appropriate legal advice.
2. Assist legal professionals and client departments in managing cases relating predominantly to children's social care.
3. Conduct legal research and prepare summaries, reports, and case notes.
4. Draft, review, and proofread legal documents such as court applications, letters, and statements.
5. Liaise with internal departments, external agencies, and clients to ensure smooth case progression.
6. Maintain and organise case files, ensuring compliance with legal and organisational standards.
7. Monitor deadlines and ensure timely submission of legal documents and reports.
8. Provide administrative support, including scheduling meetings, managing correspondence, and filing.
9. Keep up to date with relevant legislation and policies affecting adult social care practice or law.
10. Manage a small case load of private law work.
11. Advocate for the Council in noncomplex matters.



As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

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.