

Person Specification

Job Title:	Paralegal (Education Law)
Service:	Legal Practice Unit
Reporting to:	Head of Education Law
Salary Range:	Dependent on experience. <ul style="list-style-type: none"> - Junior paralegal: £20,000 - £22,000 per annum - Senior Paralegal: £22,000 to £24,000 per annum (with 3+ years casework experience)
Work Pattern:	Full-Time
Contract Type	Permanent

Qualifications

1. Qualifying law degree or the Graduate Diploma in Law (GDL).

Knowledge, Skills & Experience

1. Be able to work hard, on own initiative and with enthusiasm to deadlines including, where necessary, outside normal hours as part of a team in a shared office. (E)
2. Be able to deal and work with clients of a wide variety of cultural, ethnic and educational backgrounds and with those who may be vulnerable and have experienced abuse or harm. (E)
3. Be able to demonstrate an interest in issues concerning children and young people's special education needs, social care needs, disability and / or discrimination issues. (E)
4. Be committed to high quality legal casework, advice-giving and client care. (E)
5. Be able to communicate effectively in writing and over the telephone. (E)
6. Be flexible to juggle several competing tasks at the same time and prioritise tasks. (E)
7. Be able to manage a caseload and to run it to a high standard of efficiency and quality. (E)
8. Be able to assist other fee-earners in their work by undertaking steps on their cases. (E)
9. Be able to work within the centre's policies, procedures and standards. (E)

10. Experience in using Microsoft Office, email, the internet and legal research programmes. (E)
11. Willingness to actively contribute and participate in team meetings, the wider work of the Centre and marketing and business development initiatives. (E)
12. Have completed the Legal Practice Course (LPC) or be enrolled on the LPC. (D)
13. Have some experience of working in a solicitors' office operating under the Legal Aid Specialist Quality Mark Standard and / or Lexcel and subject to contract costs audits. (D)

Behaviours and Values

14. A commitment to children's human rights and support for CCLC's aims. (E)
15. Willingness to work flexibly, independently and remotely as well as part of a team in a shared office and, where necessary, outside normal hours. (E)

E = Essential, D = Desirable