

### Person Specification

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| <b>Job Title:</b>     | Solicitor (Education Law) or Senior Solicitor (Education Law), depending on experience and PQE   |
| <b>Service:</b>       | Legal Practice Unit  |
| <b>Location:</b>      | London or Colchester, depending on the preference of the successful candidate  |
| <b>Reporting to:</b>  | Head of Education Law  |
| <b>Salary Range:</b>  | <p>Our salary range for this role is £31,000 to £48,000 per annum, dependant on experience and PQE.</p> <p>We anticipate that the successful candidate would be able to meet the legal aid supervisor standard or be able to work towards this in a short space of time.</p> <p>The post holder will also benefit from eligibility for our bonus scheme.</p> |
| <b>Work Pattern:</b>  | 35 hours per week (but part-time minimum 21 hours per week will be considered)   |
| <b>Contract Type:</b> | Permanent  |

### Qualifications

1. Be a qualified solicitor with no conditions or restrictions on practicing rights. (E)
2. Experience of supervising the work of others and ability to meet the Legal Aid Agency's supervisor requirements. (D)

### Knowledge, Skills & Experience

1. A good level of experience in conducting education law casework matters. (E)
2. Be able to evidence a good past track-record of billing and time recording performance. (E)
3. Be able to work hard, on own initiative and with enthusiasm to deadlines. (E)
4. 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)

5. Be committed to high quality legal casework, advice-giving and client care. (E)
6. Be able to communicate effectively in writing and over the telephone. (E)
7. Be flexible to juggle several competing tasks at the same time and prioritise tasks. (E)
8. Be able to manage a caseload and to run it to a high standard of efficiency and quality. (E)
9. Be able to assist other fee-earners in their work by undertaking steps on their cases. (E)
10. Be able to work within the centre's policies, procedures and standards(E)
11. Willingness to actively contribute and participate in team meetings, the wider work of the centre, marketing, and business development initiatives. (E)
12. Experience in using Microsoft Office, email, the internet and legal research programmes. (E)
13. Be able to demonstrate an understanding of the commercial realities of legal aid funded work and an appetite to develop alternative models of funding. (E)
14. Experience of working in a solicitors' office, operating under the Lexcel standard. (D)

### **Behaviours and Values**

1. A commitment to children's human rights and support for CCLC's aims. (E)
2. 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