



**Administrative Assistant / Legal Assistant
JOB DESCRIPTION**

Smith Partnership is a leading law firm in the East Midlands and Staffordshire. A forward thinking and progressive firm employing around 200 staff throughout 5 offices.

Job Title:	Administrative Assistant / Legal Assistant
Department:	Childcare
Hours:	Full time – 35 hours per week
Location:	Stoke
Reporting to:	Senior Associate

Main Purpose:
To provide administrative support to the Childcare department.

Job Content – Main Duties, Tasks, and Responsibilities:
<ul style="list-style-type: none">• Supporting fee earners with the preparation and day-to-day management of childcare cases, including care and supervision proceedings.• Communicating with clients, Counsel, courts, experts, and other third parties in a professional and approachable manner.• Preparing files and documentation for hearings, conferences, and trial.• Managing diaries, court timetables, and important deadlines to help the team stay organised.• Keeping case management records accurate and up to date in line with firm procedures.• Assisting with Legal Aid applications, billing, and compliance requirements.• Managing childcare cases on the court portal and CCMS system.• Providing a high standard of client care while recognising the sensitive nature of childcare matters.• Liaise external agencies, and clients to ensure smooth case progression.• Monitor deadlines and ensure timely submission of legal documents and reports.• Provide administrative support, including scheduling meetings, managing correspondence, and filing.

GENERAL

- To promote the image of the firm at all times as a professional, effective and efficient provider of legal services.
- To perform any task or duty under the reasonable direction of senior staff within the firm.

STAFF MANAGEMENT

- Responsibility to provide general advice and assistance to staff and managers – including training and development needs.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the remit of this role.

This Job Description covers the current range of duties and will be reviewed from time to time. Smith Partnership reserve the right to change the Job Description if the business requires it.

Administrative Assistant / Legal Assistant - PERSON SPECIFICATION

Requirement	Essential	Desirable	How assessed
Education & Qualifications			
GCSE English and Maths at grade C or level 4	Y		A
Educated to Degree level		Y	A
Commitment to ongoing professional development	Y		A/I
Experience			
Previous experience in a legal or administrative support role	Y		A/I
Previous experience in childcare or family law		Y	A/I
Experience of Legal Aid Agency processes		Y	A/I
Professional Knowledge and Skills			
Knowledge of public law proceedings		Y	I
Previous experience of using a case management system.		Y	I
Excellent verbal and written communication skills	Y		A/I
Strong organisational skills and the ability to prioritise a busy workload effectively	Y		I
Confidence using Microsoft Office, digital dictation, and case management systems	Y		A/I
Personal Attributes			
Strong analytical and problem-solving skills.	Y		I
Ability to work calmly under pressure and meet deadlines.	Y		I
Professional, empathetic and client focused approach, with the ability to handle sensitive and sometimes emotionally charged situations.	Y		I
High level of attention to detail and organisational skills.	Y		A/I

Key:

A – Application



I- Interview

This job description may be amended at any time in consultation with the postholder.

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____