

We're hiring



**Recommended niche firm based in North/Central London
practising in Education / Community Care / Public Law**

We require a Paralegal

Are expanding and wish to recruit another full time paralegal with a view to undertaking recognised training alongside casework.

Starting salary in the range of £18,000 to £21,000 (depending on experience)

Starting date: asap

Requirements: -

- **2:1 Degree (LPC preferred)**
- **Previous legal experience an advantage**
- **Good IT skills (knowledge of CCMS preferable)**
- **Strong communication skills**

Contact e.monteiro@sinclairslaw.co.uk with a CV and covering letter

For the full Paralegal job description please see pages 2 & 3.

Closing date **Monday 19th August 2019**, although applications will be considered as they are received; so we encourage any interested applicants to apply promptly.

Paralegal job description

Part A

1. Under the supervision of the relevant conducting fee earner to undertake litigation and provide advice in the field of Education, Community Care and Public Law and any other areas of practice in which we specialise.
2. To assist solicitors to manage caseloads to maximise fee income and efficiency, ensuring that all matters receive adequate attention.
 - 2.1 To manage files delegated to you or opened in your name as conducting fee earner.
 - 2.2 Dealing with new client enquiries and filtering cases which have to be turned down or referred elsewhere.
3. To maintain familiarity for the systems of computation and payment of costs – private and legal aid.
4. To make appropriate use of technology.
5. To ensure that all working complies with the CLS and Practice Management Standards in accordance with the Legal Aid Franchise Specialist Quality Mark Standard and Lexcel and the SRA.
6. To develop and maintain a thorough grasp in the field(s) of law in which we practise and ensure that you are up to date with all new developments.
7. To account for all time during office and other working hours and carry out the firm's time recording system as directed.
8. To undertake any other duties reasonably required by the Firm.
9. To comply with the firm's administrative procedures and the Office Manual.
10. To participate in developing the firm's education/community care law and related legal practice and promote the practice generally, by the use personal contacts, special interest group membership and publications. Achieve and/or maintain membership of any relevant professional panels.

Administrative Assistance

Part B

1. To provide general support for all fee earning and administrative activities in the office throughout the day on behalf of any of the fee earners and as necessary working in close co-operation with secretaries in performing legal secretarial functions) as required.
2. Answering the telephone.
3. Making notes of telephone calls.

4. Assembling instructions and materials including bundles.
5. Keep records of all telephone and new client contact.
6. Photocopying.
7. Preparing bundles of documents for counsel and courts as instructed.
8. In casework support using every opportunity to keep a complete time record of time which may be claimed for remuneration and making full file notes and records to that end.
9. Opening new files and binders and keeping the case work details up to date on the contact sheets.
10. Where necessary assisting with carrying out filing for fee earners.
11. Wrapping up the outgoing post.
12. If necessary opening the incoming post.
11. Carrying out other duties appropriate to the post.

Reports to: Principal

Skills and Experience Required:

Law Degree or GDL

Experience of handling legal problems – preferably in the context of

Education, Community Care and Public Law generally

Ability to manage time and to monitor performance.

Efficient worker, decisive character, with good commercial judgement

Good interpersonal skills - ability to work in a small team and with difficult clients under stress.

WP and keyboard skills

Experience of Case management and IT applications

Desirable

LPC

Interest/experience in community care questions

Computer literate