

Legal Administrator, Family Department

Person Specification

FACTORS			CRITERIA	MEANS OF ASSESSMENT		
				Application		Interview
Education and Professional Qualifications	Essential	A	A1. GCSE or equivalent qualification in Mathematics and English at Grade C or above	x		
	Desirable	B	B1. Legal administration training or equivalent experience (2 years +)	x		
Experience/ Training	Essential	C	C1. Administrative experience in a busy office (2 years +)	x		x
			C2. Experience in dealing with clients/customers and third parties via email and letter.	x		x
	Desirable	D	D1. Administrative experience in a legal office (ideally family). D2. Experience in dealing with clients/customers and third parties by telephone and/or in person. D3. Experience/knowledge of family law.	x x x		x x x
Specific aptitude and abilities	Essential	E	E1. High level of accuracy particularly when working under pressure.	X		x
			E2. Completer/finisher – sees tasks through to the end.	x		x
			E2. Ability to multi-task in a busy environment and respond effectively to changing demands.	x		x
			E3. Good IT skills.	x		x
			E4. Team player.			
	Desirable	F	F1. Professional and confident manner.	x		x
			F2. Ability to use case management systems	x		x
Interpersonal skills	Essential	G	G1. Good people skills and team player	x		x
			G2. Well organised	x		x
			G3. Reliable	x		x

	Desirable	H				
Special factors	Essential	I	I1. Strong personal integrity and discretion handling sensitive personal data.	x		x
				x		x
			I2. Enthusiastic	x		x
			I3. A flexible approach to work	x		x
	Desirable	J	~			