



JOB DESCRIPTION: JUNIOR SECRETARY

Group: Child Protection
Responsible to: Head of Practice Support Team
Location: Kings Hill, West Malling
Salary: £20,412

PURPOSE OF THE JOB:

To work within the Practice Support Team and to provide an individual service to the allocated fee earners (Solicitors/Legal Assistants) as well as an array of administrative tasks.

MAIN DUTIES AND RESPONSIBILITIES:

- Opening files/file closures
- Compliance checks
- Creating new court bundles, updating, preparing, and sending court bundles for the hearings in the post and via E-gress (secure email service).
- Preparing and sending out letter correspondence as and when required.
- Answering telephone calls – directing/transferring calls to the relevant person and taking messages if they are unavailable.
- Providing quotes to Counsel Chambers
- Inputting documents into Peppermint (case management system)
- Dealing with incoming post
- Liaising with the court regarding hearing dates, times, and venues
- Photocopying, printing, and scanning
- Obtaining Counsels availability and fees for hearings
- General administrative tasks throughout the team
- Helping with invoices, - use of counsel forms authorisation of email etc



PERSON SPECIFICATION: JUNIOR SECRETARY

The following outlines the Minimum criteria for this post.

Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

Minimum

Qualifications (if essential) Educated to a GCSE standard (minimum of 4 graded A - C), including English.

Experience

Prior administration experience is required.

Skills and Abilities

- Knowledge of Microsoft Office packages (training will be provided on our own in-house systems)
- Good level of typing skills.

Personal Qualities

- Can work well under pressure
- Approachable
- Organised
- Methodical in their approach
- Ability to work as part of a Team and as an individual