

Job Description: Family Law Legal Assistant / Paralegal

Department: Family Law
Reports to: Director / Head of Family law
Date: May 2026
Working Hours: Full time – 37.5 hours per week Monday to Friday

1. Required qualifications, skills and experience

- 1.1 Excellent IT and audio typing skills including developing and maintaining spreadsheets using software such as Microsoft Excel.
- 1.2 Excellent communication skills both verbal and written.
- 1.3 Exceptional attention to detail.
- 1.4 Excellent organisational skills.
- 1.5 Strong ability to work effectively, meet deadlines and manage a varied workload.

2. Desired qualifications, skills and experience

- 2.1 Previous experience of working within a Family Department would be ideal.
- 2.2 Experience in using court systems and portals is preferable but not essential.
- 2.3 Relevant legal qualification

3. Role

- 3.1 A natural organiser with strong communication skills, you will provide solid support to the family department, and to our clients whilst they go through what can often be very challenging and emotional situations.
- 3.2 The primary focus of this role is it to provide support to the Family department, handling a diverse range of matters such as divorce, prenuptial agreements, financial matters and separation with children etc.

4. Main responsibilities

- 4.1 Dealing with initial enquiries.
- 4.2 Conduct legal research and analysis to support with ongoing cases.
- 4.3 Draft legal documents, including court forms and correspondence.

- 4.4 Liaise with clients, court personnel, and other professionals involved in family law cases.
- 4.5 Opening new files and sending out Client Care letters, along with our Terms and Conditions.
- 4.6 Preparing correspondence and documents using audio typing and word processing.
- 4.7 Drafting various legal documents to support our Solicitors.
- 4.8 Coordinating all necessary copying tasks.
- 4.9 Managing appointments, meetings, and maintaining an up-to-date diary for our fee earners.
- 4.10 Engaging professionally and amicably with clients through in-person meetings and phone conversations, exemplifying the firm's exceptional client care standards.
- 4.11 Accurately preparing invoices, submitting them to both the Accounts Department and clients.
- 4.12 Precisely recording all remitted and received funds by completing posting slips and preparing payment requests.
- 4.13 Organising mail and enclosures for prompt posting.
- 4.14 Maintain and organise case files and records, keeping the file management system meticulously up-to-date throughout each case.
- 4.15 Ensuring the timely and accurate archiving or retrieval of files as necessary.
- 4.16 Providing invaluable support to fellow assistants and reception as needed.
- 4.17 Offering guidance and assistance to the reception team when required.
- 4.18 Actively participating in specialised training sessions, taking ownership of your self-development
- 4.19 Comply with the Solicitor's Accounts Rules and the Rules on the Professional Conduct of Solicitors or other professional body (if applicable)
- 4.20 Comply with the requirements of the Lexcel accreditation, the protocols contained within and any other relevant industry standard accreditation relevant to the firm.