

POST OUTLINE

Senior Legal Officer – Education, Employment & Prosecutions Team

Grade: 6

Date created: February 2025

About the Job:

A Senior Legal Officer within Legal Services Lincolnshire is expected to provide high quality, responsive and cost-effective legal services to our maintained and academy schools in the area of admissions.

The nature of the work is often fast paced and requires the ability to think on your feet. We work to deadlines and with regard to the statutory Codes of Practice in respect of school admissions.

The ideal Candidate will have experience of school admissions or a similar discipline. The role will require the ability to Clerk School Admission Appeals and therefore a degree of advocacy is necessary and a willingness to undertake this is essential to the role.

The successful candidate will be required to be flexible, customer focused, a team player and able to apply skills innovatively and proactively. Good levels of IT ability and confidence are essential.

Specific Duties include:

- Organising admission appeals including correctly constituting the independent panel and liaising with schools and parents for convenient dates
- Preparing and sending bundles to parents/panel members/schools in accordance with the statutory timescales
- Clerking appeals which requires to the ability to take effective and accurate notes and providing legal advice as and when necessary
- Preparing decision letters following appeals

Special Conditions:

- To be able to travel outside the office as required.
- Ability to work flexibly and, on occasions, beyond the normal contracted hours in order to meet the business needs of the service.