

Legal Assistant—Family

Are you passionate about the law and eager to build your career within a respected and established legal practice? Join Biscoes, an award-winning local law firm that has built its reputation on delivering *Great Service, Every Client, Every Time*.

Biscoes are one of Hampshire's leading law firms, with a history dating back over 170 years. Our head office in Port Solent enjoys a prime waterfront location within the vibrant Port Solent Marina. Surrounded by a variety of restaurants, cafés and leisure facilities, the office offers a modern and welcoming working environment with excellent transport links and on-site parking. Our commitment to exceptional client care helps us build long-term relationships while providing our legal professionals with opportunities for lifelong learning, development, and career progression.

We're looking for someone who can provide expert support for our family team and enjoy being part of a busy head office in a fast-paced and exciting legal environment.

Role Details

- **Role:** Legal Assistant
- **Practice Area:** Family Law
- **Hours:** Full-time, 35 hours per week
- **Salary:** Negotiable, depending on experience

We are currently seeking an experienced Legal Assistant to support our Family team. You will become an integral member of the team, providing efficient administrative and secretarial support to our lawyers and helping to ensure the department operates smoothly and efficiently.

Role Responsibilities

You will play a key role in delivering our mission of Great Service, Every Client, Every Time.

Your Key Responsibilities include:

- Prepare and maintain legal documents, court forms, and bundles.
- Help manage case files, deadlines, and diary commitments.
- Liaise with clients, counsel, and external agencies.
- Handle sensitive correspondence, calls, and emails confidentially.
- Assist with billing, file opening/closing, and compliance tasks.

Job Requirements

The ideal candidate will have exceptional attention to detail, strong communication skills, and a friendly, professional, and trustworthy manner. A positive and flexible approach is essential, as is the ability to remain calm under pressure while demonstrating the values and ethos of the firm.

While personal qualities are important to us, the following experience and qualifications will help you succeed in this role:

- Experience in Family Law is essential
- Strong document productions, typing, and organisational skills.
- Confident communicator with excellent attention to detail
- Proficient in Microsoft Office, Microsoft Teams, and other Microsoft software and Case Management Systems.

Please note that all applicants must have the right to work in the United Kingdom.

Unfortunately, visa sponsorship is not available for this role. The successful candidate will also be required to undergo a satisfactory DBS check.

Inclusive Recruitment and Accessibility

We are proud supporters of the Armed Forces Covenant, recognised through the Employer Recognition Scheme, and committed to our Disability Confident and Care Covenant responsibilities.

- **Disabled Applicants:** In accordance with the Equality Act 2010, a disabled person is defined as an individual with a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. This includes individuals with physical disabilities, mental health conditions, sensory impairments, learning disabilities, and other health conditions.
- **Armed Forces Community:** This includes individuals who are currently serving in the Armed Forces or those who have previously served.
- **Care Leavers:** This includes young people who have left local authority care, up to the age of 25.

If you are eligible for a guaranteed interview through one of these schemes, please let us know within your application.

We are committed to providing reasonable adjustments throughout our recruitment process when requested and will always endeavour to be as accommodating as possible.

Why Join Biscoes?

- **Comprehensive Benefits:** We offer a range of benefits including a healthcare cashback scheme, employee assistance programme (EAP), a discounts platform and a range of salary sacrifice schemes. Colleagues also have access to discounted and in some cases free legal services.
- **Work-Life Balance:** At Biscoes, we understand the importance of maintaining a healthy work-life balance. While we take our work seriously, we also value the wellbeing and happiness of our employees. We offer flexible working arrangements and a self-managed time-off policy to help you balance your professional and personal commitments.
- **Professional Development:** We believe in investing in our people. You'll have access to training, development opportunities, and ongoing support to help you excel in your role and progress your career.
- **Our Culture:** We empower our colleagues to deliver exceptional service through a culture of collaboration, innovation, and continuous improvement. You'll have the opportunity to work alongside experienced professionals across a variety of practice areas, drawing on their expertise to achieve the best outcomes for our clients.
- **Exceptional Reputation:** As one of the area's long-established legal practices, Biscoes has built a strong reputation for trust, professionalism, and client care. Joining our team means becoming part of that legacy and helping to shape its future success.