



Education Solicitor 2-6 yrs. PQE

The Position

We are looking to expand our Education Team to include a Solicitor with approximately 2-6 years PQE in the field of Education Law.

Wilson's advises a range of educational establishments, predominantly Independent Schools and Academies. Clients include a number of Charitable Trusts, charities, Multi-Academy Trusts (MATs) and Single Academy Trusts (SATs).

Responsible to: Stephen Oxley, Partner (Head of Education Team)

Key Objectives and Responsibilities

- Advise on Education Law issues for both Independent Schools and Academies.
- Have an understanding of the legislative framework for Independent Schools, including: The Education (Independent School Standards Regulations) Regulations 2014; National Minimum Standards for Boarding Schools; Education Acts.
- Have an understanding of the legislative framework for Academies, including: Education Act 1996, School Standards and Framework Act 1998, Education Act 2002, Education Act 2005, Education and Inspections Act 2006, Children, Schools and Families Act 2010.
- Advise Head teachers, Bursars, CEOs, Finance Directors, Senior Leadership, Trustees, Governors and School Business Managers on the following range of issues:
 - Safeguarding
 - Admissions
 - Exclusions
 - Bullying
 - Parental Complaints
 - Equality Act 2010 and discrimination claims
 - Special Educational Needs and Disability
 - Academy conversion projects
 - School inspections
 - Drafting School Policies and Parent/School Contract documentation
 - Governance and constitutional issues
 - Compliance with regulatory requirements and statutory guidance
 - How to conduct internal panel hearings
 - GDPR and data protection

Responsibilities

- File opening and management
- Managing own caseload with minimal supervision
- Provide high quality legal advice to clients (written and oral)
- Meet deadlines
- Provide excellent client service
- Meet billing and time recording targets
- Comply with other financial disciplines



Person Specification

<p>Qualifications</p>	<p>Qualified solicitor, entitled to practice in England and Wales Approximately 2-6 years of post-qualification experience</p>
<p>Experience</p>	<p>A broad range of experience would be beneficial, particularly in relation to the following:</p> <ul style="list-style-type: none"> • Advising Education clients, such as schools and charities • Contentious work, including First-Tier Tribunal claims • Non-contentious work, including policy drafting and review • Transactional work, such as academy conversions • Operational work, such as advising on safeguarding matters, dealing with complaints from parents, admissions and exclusions issues • Advising on the GDPR and data protection issues in schools <p>Experience in Charity, Employment and/or Commercial law background with an interest in the Education sector would be considered.</p>
<p>Skills</p>	<p>Wilson's offers clients: flexible fee arrangements; advice, training and guidance; support with implementing advice; a personal service that is tailored to the client; consistently high quality advice; and a prompt service. The following skills are required:</p> <ul style="list-style-type: none"> • High standard of client care • Demonstrate a commercial approach in the handling of client matters • Demonstrate an ability to manage matters and relationships with clients in a professional manner • Demonstrate an ability to work on your own initiative (whilst accepting appropriate supervision) • Attend legal and skills training programmes to continuously improve your skills and knowledge • Participate in Business Development, including assisting with organising firm events and conferences
<p>Competencies</p>	<ul style="list-style-type: none"> • Positive • Proactive • Conscientious • Good communicator • Commercial awareness • Team player • Methodical • Analytical • Flexible • Attention to detail • Confident Business Developer • Support the firm's culture and values • Appreciates the importance of client care • Competent IT skills/literacy • Committed



Benefits

Hours of Work	9.00am - 5.00pm Monday to Friday
Benefits	27 days holiday life assurance Private Medical Insurance Permanent Health Insurance Pension Optional benefits
Location	Salisbury