



**BLANDY & BLANDY**  
solicitors

Representing you in  
life & business

# Administrative Assistant (Full Time)

**Package:** Competitive

**Closes:** 31 July 2026

**Team:** Wills , Probate, Tax and Trusts

**Based:** Reading

## Join our growing firm

Blandy & Blandy is recognised as one of the leading and longest established law firms in the Thames Valley, with offices in Reading, Henley-on-Thames and Wokingham.

With a team of over 65 specialist solicitors and advisers and 140 colleagues, we are here to represent our clients in life and business, committed to developing long-lasting relationships and to delivering outstanding client care.

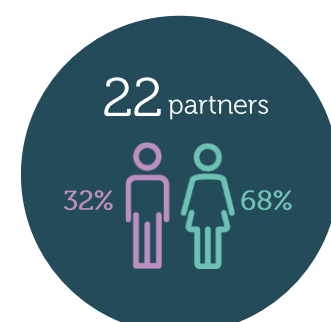
As a people business, we recognise that our continued growth and success relies on us developing a strong team of highly talented, ambitious and committed colleagues who share and embody our values of excellence, integrity and approachability.

We acknowledge that every member of our team has a valued role to play in helping to deliver the trusted legal services and outstanding client care on which our leading reputation is based. We seek to support colleagues' ongoing professional development and longer-term career development, whilst acknowledging everyone's individual contribution and celebrating our shared achievements.

A high proportion of our team have worked with us for many years, and we are very proud of our welcoming and supportive culture and firm belief in the importance of a positive work-life balance.

Our successful approach is reflected in a series of rankings and awards, including being recognised as a top tier firm in Chambers UK Guide, Chambers HNW Guide and The Legal 500, and through the excellent client feedback we continue to receive. Since 2003, we have also held the Law Society's Lexcel quality mark, which recognises firms that achieve excellence in legal practice management, compliance and client care.

We are confident you will find that joining our firm is an excellent next step in your career.



## This role

We are looking for an enthusiastic and organised individual to provide efficient general administrative support to the team based in our Reading office and will be responsible for all administrative duties for this team.

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## Key responsibilities include

- Keeping filing up to date, both electronic and paper-based.
- Opening and scanning of post and saving scans.
- Searching for documents on the system, scanning and storing.
- Checking Fee Earners document folders and dealing as appropriate.
- File openings and closures.
- Printing post to send with enclosures.
- Scanning and saving of completed documents.
- Preparation of certified copies of completed documents and photocopying.
- Unallocated Accounts administration.

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## The successful candidate will

- Have excellent organisational skills.
- Have good knowledge of MS Word and other Office products and experience of working with a practice management system or large database.
- Be a good team player, able to manage their time efficiently.
- Be enthusiastic and flexible.
- Share and embody our values of excellence, integrity and approachability.

**“Blandy & Blandy has a strong team.”**

Chambers UK Guide



# Benefits of working at Blandy & Blandy

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- Competitive salary
- Discretionary annual bonus scheme
- Hybrid working (may vary dependent on your role)
- At least 25 days annual leave, plus public holidays, and our offices are closed during Christmas and New Year
- Contributory salary sacrifice pension scheme
- Life assurance (4 x salary)
- Private medical insurance and/or healthcare cash plan scheme (which can be extended at a discounted rate to include family members)
- Enhanced maternity and paternity pay (after an initial period)
- Support for continuing professional development (CPD)
- Professional membership and subscription fees paid
- Recruitment bonus scheme
- Annual volunteering day
- Interest free season ticket loan
- Cycle to work scheme
- Breakout areas and a prayer and meditation room
- Long service awards after five years
- Regular social events and our annual summer outing and Christmas party



**"A standout firm in the Thames Valley."**

The Legal 500