BLANDY & BLANDY
solicitors

Representing you in life & business

Receptionist (Part-Time)

Package: Competitive

Closes: 31 January 2027

Team: Facilities

Based: Wokingham

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 145 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 engaging individual to join our Facilities team based in our Wokingham office as a Receptionist for 3 days per week – Monday, Tuesday and Wednesday with the ability to cover other days of the week as necessary.

This important front-line role will often be the first point of contact for clients, meaning that an understanding of what it takes to deliver a seamless and professional experience and excellent customer service is vital.

Key responsibilities include

- Contributing to the smooth operation of reception and facilities office services, in support of fee earners and administrative colleagues.
- Care of all waiting clients and visitors and to ensure that client rooms are tidy and prepared.
- Efficient handling of post and tracking the movement of documents.
- File administration and data management.
- Other Reception or Facilities related duties as requested from time to time.

The successful candidate will

- Have excellent written and verbal skills.
- Have proficient knowledge of MS Word and other Office products and experience of working with a case management system or large database.
- Be a good team player, with a willingness to offer support to others in the team.
- Be enthusiastic, flexible and efficient, with a helpful and friendly manner when dealing with clients and colleagues.
- 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

- Competitive salary
- Discretionary annual bonus scheme
- Hybrid working (may vary dependent on your role)
- 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)
- 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