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Fostering Placements Administrator

Hiring organization
Swiis

Employment Type

Full-time

Job Location

Bristol

Date posted

23/09/2022

Valid through

01.11.2022

Base Salary

£ 24,000 - £ 26,000

Working Hours

Monday – Friday

Description

Swiis Foster Care is seeking an experienced and dedicated administrator to join the central fostering placements team in Bristol. Swiis are looking for an enthusiastic individual who can support the placements team officers who place children and young people looked after in suitable fostering households. The Placements Team Administrator must be able to demonstrate excellent IT skills, organisational skills and be a great communicator.

The post is permanent, full time (37.5 hours) and there is an attractive annual salary of up to £26,000 per annum plus private healthcare and company contributory pension. Standard working hours are 9:00am – 5:30pm Monday to Friday.

Benefits:

- Competitive annual salary of up to £26,000 pa
- 33 days annual leave*
- Hybrid Working (Office based two days per week)**
- Excellent Private Health Care
- Superb city centre location in a modern office environment
- Company Pension Scheme

About Swiis:

Swiis Foster Care is a national leading Independent Fostering Agency, with

consistently 'Outstanding' Ofsted inspections based on the high-quality service provided to our foster carers and children and young people in our care. Swiis Foster Care is one of the only remaining family-owned independent fostering providers of scale in the UK.

Swiis Foster Care is a continuously expanding company and offers significant development opportunity for the right candidate.

Apply now

If you believe that you have the appropriate experience and ambition to work for one of the finest Independent Foster Care Agencies in the UK and have the desire to really improve outcomes for children looked after then please submit an up-to-date CV detailing a full employment history, or for an informal discussion please contact Nirali Patel on 0333 577 6000, or by e mail nirali.patel@swiis.com.

Swiis is an equal opportunities employer. This post is subject to a Basic Disclosure Check.

*Inclusive of Public Holidays

**Following successful office based induction