https://www.swiis.com/job/swiis-foster-care-foster-care-recruitment-admin-bristol

Swiis Foster Care – Foster Care Recruitment Administrator – Bristol

Hiring organization
Swiis

Employment Type
Full-time

Job Location
Bristol

Date posted
01/08/2025

Valid through
30.09.2025

Base Salary
£ 24,000 - £ 26,000

Working Hours
Permanent – full time

Description
Job Title: Foster Care Recruitment Administrator
Location: Bristol
Contract Type: Permanent
Hours: 37.5 per week
Salary: £24,000.00 to £26,000.00 per annum

Swiis Foster Care are currently recruiting a Foster Care Recruitment Administrator to work as part of the national Foster Care Recruitment Team based in central Bristol undertaking administrative tasks including enquiry logging and the coordination of statutory checks on prospective foster carers joining Swiis.

This is an exciting opportunity to join Swiis Foster Care as a Foster Care Recruitment Administrator within our Head Office Commercial Team.

Requirements

- Prior experience of undertaking general administrative tasks
- Prior experience of undertaking compliance related tasks
- Knowledge of legislation and other relevant legislation/initiatives pertaining to foster care
- Ability to produce high-quality work
- Strong IT skills
- Excellent customer service skills
- A proven problem solver
- Ability to work in the UK without visa restrictions

Desirable

- Experience in family placement/fostering/children's services administration
- Knowledge of legislation and other relevant legislation/initiatives pertaining to foster care

The health and wellbeing of our employees is important to us, so in addition to excellent renumeration you will receive further exceptional benefits including:

Benefits

- Continual personal development opportunity
- Private Dental and Healthcare Scheme after qualifying period
- Birthday day off every year in addition to annual leave.
- Cycle to Work Scheme
- Eye Care Vouchers
- 24/7 online GP service
- 24/7 Mental Health Support
- 24/7 Bereavement Support Service
- Employee Assistance Programme
- Legal and Financial Support
- Well, Being App including fitness and nutrition plans
- Life Assurance x 3 your annual salary
- Competitive Pension Scheme

About Swiis:

Swiis Foster Care is a national leading Independent Fostering Agency with consistently Outstanding Ofsted inspections due in part to the high-quality service provided to our foster carers and children and young people in our care. Swiis Foster Care is a family-owned independent fostering provider which has been operating for over twenty years.

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

Apply now

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join our company. 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 and young people looked after, then please submit an up-to-date CV detailing a full employment history.

Swiis is an equal opportunities employer. We are committed to ensuring that our staff have excellent working conditions and genuine career opportunities. We are committed to safeguarding and promoting the welfare of children and young people and we expect all employees to share this commitment and undertake the appropriate checks which will include an Enhanced Disclosure & Barring Service Check.

Job Types: Full-time, Permanent

Pay: £26,000.00 per year

Benefits:

- Company events
- Company pension
- Private dental insurance
- Private medical insurance
- Sick pay

Schedule:

- Monday to Friday

Work Location: In person