https://www.swiis.com/job/swiis-foster-care-team-administrator-manchester

Swiis Foster Care – Team Administrator – Manchester

Hiring organization
Swiis

Employment Type
Full-time

Job Location
Manchester

Date posted
24/07/2026

Valid through
05.08.2026

Working Hours
Full time

Duration of employment
Permanent

Description
Introduction

Swiis Foster Care is seeking a motivated, enthusiastic and experienced Team Administrator to join our Ofsted Outstanding North West service. Based in our Trafford and Lancashire offices, you will play an important role in providing administrative support to our team of Supervising Social Workers, foster carers, and children and young people.

The role

As a Team Administrator, you will work closely with the Administrative Manager and other Team Administrators to provide a high-quality, comprehensive and confidential administrative support to the service based in Trafford and Lancashire.

The post holder will support the fostering service, ensuring accurate record keeping, timely completion of statutory and service-related documentation, and compliance with regulatory, data protection and organisational requirements

Key Responsibilities

- Welcome and receive visitors and respond to telephone and email enquiries professionally and sensitively, escalating any safeguarding or child protection concerns immediately in line with procedures.
- Undertake day-to-day administrative duties, including data sorting and inputting, inputting and cleansing the Charms CRM, scanning, correspondence, maintaining contact lists and liaising with suppliers.
- Open, distribute and process incoming mail appropriately and prepare

outgoing mail, maintaining accurate records.
- Attend and participate in team meetings, briefings, supervision, training and development activities as required.
- Take accurate minutes at meetings and prepare letters, reports, agendas and documentation, ensuring professional presentation and attention to detail.
- Maintain accurate, up-to-date records for foster carers, children in care and staff, in line with statutory requirements and internal policies.
- Support the collation, tracking and maintenance of compliance documentation, including statutory checks, reviews and renewals.
- Assist with the preparation and organisation of documentation required for Ofsted inspections, monitoring visits and audits.
- Ensure that all records are stored securely, and confidentiality is maintained at all times.
- Follow National Minimum Standards, legislation, regulatory requirements and organisational procedures in all aspects of work.
- Maintain and update databases, spreadsheets and administrative systems, ensuring information is accurate and accessible to authorised staff.
- Maintain petty cash records, receipts and logs in line with financial procedures.
- Maintain and coordinate data reports as required by the Manager
- Process personal and sensitive information in accordance with UK GDPR, the Data Protection Act 2018 and organisational data protection policies.
- Ensure secure handling, storage and disposal of confidential information relating to children, foster carers and staff.
- Maintain awareness of data protection responsibilities and report any actual or potential data breaches immediately in line with organisational procedures.
- Work flexibly to meet service needs, responding to changing priorities and deadlines.
- Uphold the values, aims and professional standards of the organisation at all times.
- Undertake any other duties appropriate to the role and grade as required to support the effective delivery of the service.

Essential Qualities

The successful candidate will:

- Be highly organised, creative and able to manage a year-round activities calendar.
- Have a genuine commitment to safeguarding and promoting the welfare of children.
- Educated to GCSE level or equivalent (including English and Maths) or demonstrable relevant experience.
- Previous experience in an administrative or office-based role.
- Experience of working with confidential and sensitive information.
- Experience of maintaining accurate records and handling documentation.
- Experience of working to deadlines and managing competing priorities.
- Experience of working within a team environment.
- (Experience within children's services, social care or a regulated environment is desirable but not essential.)

Working hours:

37.5 hours per week, Monday to Friday.

Benefits

- Competitive annual salary of up to £26,325.50 per annum
- Up to 33 days annual leave per annum inclusive of bank holidays
- Excellent BUPA Private Health Care and Dental Care available
- Company Pension Scheme with options to increase contributions
- Life Assurance benefit of up to 3 times your annual salary paid to your beneficiaries
- Birthday Leave – a paid day off for your birthday
- Refer A Friend Scheme with a monetary incentive
- Comprehensive Employee Assistance Platform that provides access to advice and support 24/7
- Eyecare Vouchers

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-five years.

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 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 Type: Permanent

Pay: Up to £26,325.50 per year

Benefits:

- **Company pension**
- **Private medical insurance**
- **Sick pay**

Work Location: In person