



<https://www.swiis.com/job/team-administrator-dunfermline>

## Swiis Foster Care Scotland – Team Administrator

**Hiring organization**  
Swiis

### **Job Location**

Dunfermline

### **Date posted**

17/12/2021

### **Valid through**

14.01.2022

### **Base Salary**

£ 18,500 - £ 22,000

### **Description**

Swiis Foster Scotland are looking to recruit a Team Administrator to join its service in Dunfermline. The main requirement of the role will be to provide a high quality, comprehensive and confidential administrative support to the foster care team.

This is a flexible hours , permanent position with a salary offered between £18,500 to £22,000 pro rata.

### **Main Duties**

- Welcome visitors and answer incoming telephone enquiries professionally, politely and sensitively.
- Undertake day-to-day administration and reception duties.
- Participate in the Reception duty rota for the regional office.
- Take minutes at meetings, type letters and prepare reports.
- Maintain and update database systems/spreadsheets and ensure that information is available to relevant staff.
- Ensure all necessary consent forms, medical forms, PVG/Disclosures and Foster Carer Financial Agreements are sent out.
- Manage and maintain Petty Cash.
- Ensure there is an adequate supply of office materials/consumables and order as appropriate.
- To prepare materials and assist with preparation for training events and maintain meeting rooms.
- Maintain strict confidentiality in relation to all tasks required in the delivery of the fostering service and ensure all services are provided in an anti discriminatory way.
- Ensure that all Data Protection legislation and Swiis policies are adhered to.
- To cover any additional administrative tasks during staff absences.

### **Preferred Experience**

- High standard of computer literacy and written communication.
- Experience and confidence in using Microsoft Office.
- Working as part of a busy administrative team.
- Handling sensitive information and knowledge of safeguarding.

At Swiis, we believe that good and great are two entirely different things. So we aim for the latter in everything we do. That's why Swiis Foster Care is a national leading Independent Fostering Agency, regularly rated Very Good or Good by the Care inspectorate for the high quality service provided to our foster carers and children and young people in our care.

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

**Apply now**

If you have the skills, attitude and experience to be successful in this role, we want to hear from you today. Please submit an up-to-date CV detailing a full employment and study history.

Swiis is committed to safeguarding children, young people and vulnerable adults, Post holders will subject to a satisfactory Disclosure or PVG from Disclosure Scotland.

Due to the volume of applicants, if you have not received a response from us within 14 days, please assume that you have not been successful in your application.

Swiis is an equal opportunities employer