



## Job Profile

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<b>JOB TITLE:</b>	Fostering Placements Coordinator
<b>GRADE:</b>	Scale 5
<b>POST NO:</b>	
<b>JOB TIER:</b>	5
<b>DBS CHECK:</b>	Enhanced
<b>GROUP:</b>	CYPS
<b>SERVICE:</b>	Fostering

### REPORTING STRUCTURE

<b>Reports to:</b> Development	Team Manager; Fostering Support, Supervision and
<b>Direct Reports:</b>	none
<b>Indirect Reports:</b>	none

### ROLE PURPOSE:

To provide administrative and coordination support to the Fostering Team in securing and managing placements for children and young people in care. This role will involve developing and maintaining close working relationships with foster carers, social workers, and independent fostering providers to help ensure all children's placement needs are met in a timely, effective, and safe manner.

### Key Responsibilities

- Support the coordination of placement referrals for children requiring foster care, ensuring referral forms are logged and processed efficiently.

- Assist in matching children to suitable foster carers by maintaining up-to-date knowledge of foster carer availability and profiles.
- Liaise directly with Hillingdon Council foster carers to check availability and communicate referral information sensitively and accurately.
- Communicate with independent fostering agencies and providers to gather placement options as needed.
- Maintain accurate electronic records of placement activity, carer capacity, and child referral outcomes using the council's case management system.
- Draft and send placement agreements and ensure necessary documents are gathered and stored according to safeguarding and regulatory standards.
- Support emergency and same-day placements by responding to urgent referrals and escalating to senior staff as appropriate.
- Provide regular updates to the Fostering Team Manager and contribute to team meetings and planning discussions.

#### **Additional Information**

- The post is subject to an enhanced Disclosure and Barring Service (DBS) check.
- The role requires strong interpersonal skills, attention to detail, and a high level of discretion and confidentiality.
- This post may require occasional out-of-hours flexibility, though is primarily within standard office hours.

# A. Person Specification

## Triage Officer

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
GCSE pass in Maths and English or ability to demonstrate equivalent standard in literacy and numeracy.	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Ability to work flexibly to meet the needs of the service including working outside of normal hours	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Experience of working in an administrative or coordination role	✓	
Experience working in a children's services or fostering environment		✓
Experience of working in a children's or adults social care environment		✓
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Basic understanding of fostering and safeguarding principles	✓	
Knowledge of local authority placement processes or fostering legislation		✓
Strong organisational and time management skills	✓	
Effective written and verbal communication	✓	
Competent in Microsoft Office (Word, Excel, Outlook) and data entry	✓	
Experience using social care or placement management systems		✓
Ability to produce accurate reports and summaries		✓
Experience working with confidential or sensitive information		✓
5. COMPETENCIES	ESSENTIAL	DESIRABLE

Calm, professional, and able to handle sensitive conversations	✓	
Demonstrates initiative and a willingness to learn	✓	
A team player, committed to supporting vulnerable children and carers	✓	