

Nanny job description

Name of Nanny:

Date:

Name of Family:

A Nanny's primary role is childcare and everything associated with the children. Your nanny's job description needs to be individualised. Please give consideration to the nanny's working hours and the number and ages of your children.

Learning and Development

1. To plan, organise, carry out and evaluate appropriate development programmes for children under the guidance of HG Kids Ltd.
2. To plan the day, taking into account the children's individual routines – sleeping, meals etc and to allow for flexibility for changes in routines.
3. To be responsible for the management of the children's behaviour. Individual techniques to be discussed for each family.
4. To advise parents of their children's progress and daily activities.

Personal and Professional Development

1. To undertake 6 monthly nanny appraisals.
2. To take an active part in professional development:
 - a. Attend workshops where available and appropriate
 - b. Undertake childcare training where appropriate
 - c. Read up-to-date child development literature.

Expected Outcomes

Varied and stimulating activities that will promote children's learning and development.

That the personal needs of the children are met on a daily basis.

To ensure that children feel safe, respected, and not threatened. Self discipline is encouraged. Behaviour management is constant.

That parents are involved and are kept informed of their children's progress.

Expected Outcomes

That communication and consultation between employer and employee is maintained.

To remain up-to-date with childcare and education practices.

Disclaimer: HG Kids accepts no responsibility for any dispute arising between the Employer and the Employee from the use of this document. It is provided as an example and is intended as a guideline only.



Nanny job description continued

Laundry use (Mark with a ✓ if applicable).

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|---------------------|--------------------------|--|
| Childrens washing | <input type="checkbox"/> | Wash/hang/bring in/fold/iron/put away
(delete those not applicable) |
| Family's washing | <input type="checkbox"/> | Wash/hang/bring in/fold/iron/put away
(delete those not applicable) |
| Beds and cots | <input type="checkbox"/> | Make up daily and after naps |
| Childrens bed linen | <input type="checkbox"/> | Wash/change when soiled
Wash/change weekly |
| Drier use okay | <input type="checkbox"/> | |

Meal preparation

Children's meals

	Frequency
Breakfast
Lunch
Dinner
Preparation of baby's formula

Baby's food

Prepare
Freeze
Family meals

The nanny is responsible to ensure food preparation areas are hygienic and to maintain a clean working environment so that the well being and safety of the children is maintained at all times.

Household errands

- Grocery shopping
- Other household errands to be done

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Nanny job description continued

Hygiene and safety (Mark with a ✓ if applicable)

- Cleaning and sterilization of bottles and teats
- Toys and child-related equipment
- Keep all equipment clean and in good order
- Keep toys in working condition and stored tidily
- If toys are unsafe, remove and bring to the attention of the family
- Children's potties/toilets
- Children's bathrooms
- Bathing of children

- ## Frequency
- Daily/Weekly/Monthly/As required
 - Daily/Weekly/Monthly/As required

Vacuuming

- Children's bedrooms
- Children's play areas

- Daily/Weekly/Monthly/As required
- Daily/Weekly/Monthly/As required

Mopping: Lino/Wooden/Tiled areas

- Children's bathroom
- Kitchen
- Children's play areas

- Daily/Weekly/Monthly/As required
- Daily/Weekly/Monthly/As required
- Daily/Weekly/Monthly/As required

Supervision

To ensure children are supervised at all times in order to maintain a safe environment for all children receiving care.

Medication

Administration of medicine ONLY as instructed by employer to ensure correct doses and medication is given to children.

Transportation

Transportation of children to approved outside activities

Daily/Weekly/Monthly/As required

Discuss freedom/limitations with regard to this. Make notes below.

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- Nanny holds full drivers license
- Must always use approved car restraints
- To always have a current WOF and Registration
- To comply with road regulations

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