

My Mini Minders Nanny Service- Job Description



Potts Family

Posted date: 18/7/16

Location: Sunshine

Children: Early (6 years old) , Ren (4 years old)

Commencement Date:

ASAP – September

	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													

Mother works 50+ weeks on a contract role until end of September. Therefore, this role is a 2-month contract.

A brief description about the family:

We are a very creative, active family. So our dislikes are sitting still, too much television and unhealthy food. We are generally very easy going, not much bothers us! The two kids are very social and comfortable with all people. The shyness only ever lasts a few minutes when they meet someone new. As well as the two-legged kids we also have a cat and six chickens. Plenty of eggs for baking

Ha! This is going to be a long list. I can tell you their characters and that might paint a better picture. Our eldest Early, is in first year of primary school (prep) He is a fussy eater, needs adult or peer stimulation to start a game or play. He is very good at painting and drawing and yet is not an activity he will do for a long time. he loves building things and we have lots of lego! Early is good at maths and now that he is at school, he is very curious about words and numbers and the world around him. He has a great sense of humour, is very lovable and even though he is our 'hard work' kid, he is very laid back, even tempered and quite fantastic.

His little sister Ren, is almost the opposite. She is very easy going, eats anything you put in front of her, easily entertained and also completely happy to play by herself and is always singing (making up her own songs). She is our 'busy busy' kid! She loves dolls, cars, shopkins, play dough, painting and drawing, the incredible hulk and making magic potions.

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A brief description of our requirements:

Both parents work a 40-hour + week. The mother's current contract is actually 50+hours, so we need someone who can be in our home from 7 in the morning till 5 in the afternoon.

This will mean getting both kids ready to take Farly to school- breakfast, clothes on and teeth cleaned. School is a ten minute drive away or the kids love riding their bikes/scooters and that only a 10/15min bike via the creek bike path/quiet back streets. My husband and I each have bikes that can be used If needed/wanted. Then picking up Farly from school at 3:15. Ren goes to kinder on Friday mornings from 9:15 to 12:15. At the moment I have neighbours helping with Fridays so this day is not imperative to be covered by a nanny or they can start at Kinder pickup time.

On Mondays and Thursdays, during school hours we normally look after Ren's best friend, Abbie. Her mother and neighbour works from home and she will contribute to us having a nanny on these days. Having Ren and Abbie together actually makes the job even easier because they play so well together and you will hardly see them while they are playing!

Key Responsibilities:

- Taking children to school
- Getting children ready for school
- Preparing lunches
- Playing with children and entertaining them throughout the day
- Collecting the children from school
- Being on call should a child be sick at school.
- General household tidying (to make things easy for busy working parents) eg. light washing, folding clothes, dishes, tidying children room.

Our Ideal Candidate:

- Likes to get creative
- Has at least 2 years of experience
- Shows initiative in caring for two young children
- Confident and capable of engaging two children
- Lives in Melbourne's Western suburbs

My Mini Minders requires a prerequisite of a Working With Children Check, Police Check and First Aid Certificate for applicants. Beyond this, please list any experience and qualifications your require for your ideal nanny.

- *WWCC (Working with Children Check)*
- First Aid Certificate