



Finding your perfect nanny

Full time ■ Part-time ■ Before & After School

BASIC INFORMATION FOR NANNIES

Our aim is to find the best Nanny for our families as you will become an integral part of their family. Nannies are responsible for child development, educational play, providing age appropriate activities, entertainment and general health and well being. You can also help with homework, reading and driving children to music, sport and other appointments.

A Nanny is someone who is not only experienced but patient, trustworthy, reliable, kind and caring. By a family using a Nanny this provides their children with one to one attention and loving care. Your primary responsibility is to ensure all the physical, social, emotional and intellectual needs of the children you are looking after are being met.

Generally a Nanny is responsible for all domestic routines related to the care of the children such as:

- Bathing
- Feeding, preparing meals and cleaning up after meals – breakfast, lunch, dinner and snacks throughout the day.
- Washing and changing children's' bed linen and towels (some Nannies will do the washing for all the family) and general bedroom tidiness
- Ironing of the children's clothing and wardrobe management and prepare school uniforms for next day if appropriate
- Laundry and kitchen tidiness (dishwasher)
- Running light errands/ light shopping
- Maintaining the children's rooms and play areas
- Keep a communications diary which notes eating/feeding habits, toileting patterns, developmental milestones, behavior patterns, fun activities undertaken, concerns and anything that a parent may need to be aware of.
- Co-ordination of fun and educational activities, swimming, going to the park and lots more!

Nannies (permanent or full time) are generally required to work from 7 – 8am to 6 – 7pm.

After School Care

Generally you must be available to work from 3-7pm Monday to Friday with some flexibility. You are expected to take care of a child related duties. You are responsible for child development, educational play, providing age appropriate activities, entertainment and general health and well being.

- Collect the children from school/childcare/kindy and help with homework, reading and can drive them around to activities such as music, sport and other activities.
- Help with unloading school bags, placing notices in the communications book.
- Preparation and serving of afternoon tea and dinner as required.
- Cleaning up the kitchen after meals, unload and load the dishwasher.

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- If time permits you can also get uniforms and lunches for the next day.
- You may be required to strip the bed linen and wash and fold it and help with the other general washing and folding.
- Bath and shower and change the children in readiness for bed

Basically you step in where the parents left off providing love, care, nurturing support and kindness not to mention some fun!

What to expect from mini majer:

1. **Interviewing:** We meet you face-to-face and check your identity.

We also check your references and qualifications such as:

- Qualification in Children services OR Currently studying for a Qualification in Early Childhood OR Proven Experience working as a nanny/ Carer of Infants (e.g. Minimum 2-3 years experience)
- Current Suitability Card/ Working with Children card (Blue Card)
- Current Senior First Aid Certificate
 - St John's Ambulance:
1300 360 455 or <http://www.stjohnqld.com.au/coursebookings/courses.asp?region=BNE>
 - Australian Red Cross:
1300 367 428 or http://www.redcross.org.au/ourservices_acrossaustralia_firstaid_default.htm
- Current Resuscitation/ CPR Certificate
- Current full drivers licence.

2. **Matching the Nanny to the Family:** Seeing what roles best suit your needs and experience.

3. **Meeting the Family and ongoing support:** We will help organize interviews and provide guidance throughout the interview process and gain feedback.

4. **Letter of Offer:** We will help negotiate an Employment Letter which will include things such as: salary, hours and leave entitlements.

5. **Ongoing support:** We check back with both you and the Family once employment has begun to ensure that both parties are happy and are always available by email and phone if you need to chat with us.

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