



## Finding your perfect nanny

Full time ■ Part-time ■ Before & After School

### INFORMATION SHEET

*Thanks to Suzie at Mini Majer, my husband and I have quickly, and very effortlessly, found a lovely nanny for our soon-to-be three children. Suzie was quick to respond to our initial queries, met with me to thoroughly discuss and assess our family's needs and to get a feel for the type of person that we required, arranged for us within days of our meeting to interview four suitable candidates that she had already screened, and then guided us through the process of appointing the nanny that we chose. I have used other nanny agencies in the past and found the Mini Majer service to be far more professional, thorough and, most importantly, personal than any I had used previously. I would certainly use Suzie's services again.*

**Jane Rowan**

**Australian Industry Group**

**March 2009**

**Our aim is to find the best Nanny for you.** We provide personalized service like no other. We come to your home to meet you and your family in person to discuss all aspects of finding, selecting and employing someone who is not only experienced but trustworthy, reliable and caring. Using a Nanny provides your child/children with one to one attention and loving care.

Finding a Nanny privately can be time-consuming, stressful and hard work. mini majer makes the process easier and provides peace of mind as we have over 10 years recruitment experience. We meet each nanny personally and conduct an in-depth interview then carry out thorough checks of their qualifications and speak with their latest employers.

#### What to Expect

- 1. Screening:** We meet the Nanny face-to-face and conduct an in-depth interview. We then check their identity. We also check the Nanny's 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
  - Current Resuscitation/ CPR Certificate
  - Current full drivers licence.
- 2. Matching a Nanny to a Family:** After we have met with the family in person to ascertain their requirements we pre-screen and you don't waste time interviewing Nannies who don't meet your criteria. We strive to find someone who will share similar views on discipline, routine, eating habits and other activities.
- 3. Guidance:** We provide guidance throughout the interview process and are available 24/7 on mobile for questions or support.
- 4. Employment Letter:** It's useful to negotiate and agree on arrangements like salary, hours and leave entitlements with your Nanny and put these details into a letter.
- 5. Ongoing Support:** We check back with both you and the Nanny once employment has begun to ensure that both parties are happy.

#### Contact Us

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### Responsibilities of a Full or Part Time Nanny

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.
- 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, behaviour patterns, fun activities undertaken, concerns and anything that a parent may need to be aware of.
- Washing and changing children's' bed linen and towels (some Nannies will do the washing for all the family) and general bedroom tidiness
- Co-ordination of fun and educational activities, swimming, going to the park and lots more!

### Responsibilities of an After School Care Nanny

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

- Collect the children up 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.
- If time permits get school uniforms and lunches for the next day.
- They may 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

### Au Pair

Generally a young, single person from overseas who is interested in coming to Australia to learn English and lives as a member of an Australian family and usually work 30 to 35 hours per week with weekends off. Please note they are not trained Nannies and may have little or no training. Please refer to [www.aupairaustralia.com.au](http://www.aupairaustralia.com.au) and [www.aupairinaustralia.com](http://www.aupairinaustralia.com) for more information.

### Costs Involved

If you chose to employ a Nanny through mini majer there is no upfront registration fee. You pay the Placement Fee and we then release the Nanny to you and you are able to negotiate an hourly rate directly with the Nanny and are responsible for their tax, super and insurance.

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If, for any reason, during the process you have to cancel our search for a Nanny then you will be charged a cancellation fee of \$100.

### Employing Direct

You need to be aware of your **obligations as an employer**, which include:

- **Salary and tax:** You have to provide pay advice records and PAYG payment summaries (formerly group certificates) and submit PAYG tax.
- **Superannuation:** Domestic workers who work more than 30 hours a week are entitled to super at the specified rate.
- **Holiday leave and sick leave:** There are minimum leave entitlements for full-time and part-time employees which vary from state to state.
- **Insurance:** It's strongly recommended that you have insurance that covers domestic employees in the event of injury in the workplace (your home) or on their way to and from work.
- If the Nanny is going to drive the family car you will need to consider your insurance policy.

### Contact Us