

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.

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.

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

- 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).

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	<input type="checkbox"/>
Lunch	<input type="checkbox"/>
Dinner	<input type="checkbox"/>
Preparation of baby's formula	<input type="checkbox"/>

Baby's food

Prepare	<input type="checkbox"/>
Freeze	<input type="checkbox"/>
Family meals	<input type="checkbox"/>

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

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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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Nanny job description continued

(smoking is permitted only in an area the child does not have access to and supervision of the child must be maintained at all times).

Live-in Nanny

Areas that are out of bounds within the home:

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House rules

Use of telephone/toll calls.....

Any curfews.....

Smoking allowed after hours ☐

Friends can stay/visit ☐

Boyfriend can stay/visit ☐

Additional comments.....
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Name:
(Nanny)

Date:

Signature:

Name:
(Employer)

Date:

Signature:

Proposed date for revisiting this job description:

Date:

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