

JOB DESCRIPTION – NANNY / PERSONAL ASSISTANT

The client is a young mother who requires practical assistance with the care of her two children, due to her disabilities. This will involve hands on assistance with those aspects of direct care of the children that the client cannot do unaided and will involve help with domestic tasks, such as the children's laundry, preparation of their meals, keeping their bedroom(s), toys and equipment clean and tidy, etc. This role will support the parenting that the client is able to do and to supplement the aspects of parenting that the client is unable to do herself.

It will be important to carry out these functions sensitively so as not to undermine the client as a parent.

The client also requires the support of to ensure that she is able to participate fully within college, any work placements and within the wider community. This may include accompanying the client to provide moral support and any practical help that she needs. Alternatively it may be necessary to provide childcare so that the client can pursue education and training activities.

The role will also include facilitating and assisting the client to develop the necessary domestic skills she will need in order to run her own household. Initially this will take place in her mother's own home. Sensitivity to the way the client's mother wishes to run her home will be required.

There may also be occasions when the Nanny / Personal Assistant would need to accompany our client and her family on holiday.

The full time Nanny / Personal Assistant will be required to work from 7pm to 8am (live in) for 4 nights of the week (Monday to Thursday). If the children sleep throughout the night, this will be paid as 9 hours per night shift, however if the children wake and require attention in the night, this will be classed as a 'waking night' and therefore this will be paid as 13 hours per night shift.

The rate of pay for the full time Nanny / Personal Assistant will be in the region of £10.00 NET per hour, including accommodation and food on the 4 nights she works. In addition to these night shifts, there will be some extra shifts available in order to cover annual leave/sick leave of the other 2 nannies employed as well as accompanying her to college once a week.

The Nanny / Personal Assistant will work within the client's home and in the community as required, under her day-to-day direction.

A case manager is in place and responsible for the care regime, working alongside the client and her family, and to supervise the staff.

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The Responsibilities of the Nanny element of the role

- To promote the client's skills, confidence and independence in parenting, as far as possible, within the limitations of her disability.
- To carry out any cleaning cooking or other domestic tasks related to the client or children's needs.
- To provide childcare when the client needs to go out, e.g. to college or work placements.
- To provide childcare to supplement aspects of parenting that the client cannot do unaided.
- To encourage and facilitate the normal development of the children through play and contact with peers.
- To assist the client to provide the children with age appropriate stimulation and leisure and social activities.
- To assist the client's mum to take the children out to various activities.
- To promote a daily routine for the children that will promote their health and wellbeing, in collaboration with the client, e.g. activity and rest, bedtime routines, meals etc.
- To maintain a safe environment for the client and her children.
- To advise the client of any concerns regarding the children's health and wellbeing.
- Respect the client's wishes regarding parenting, e.g. discipline.
- To ensure good communication, flexibility, and a consistent approach to the care of the client's children.
- To make a daily report following each duty regarding the child care provided.*

The Responsibilities of the Personal Assistant element of the role

- To work within the support programme as agreed with the client and overseen case manager.
- To provide support to the client so she participate fully within college, any work placements and within the wider community.
- To accompany the client, as required, to provide moral support and any practical help that she needs.
- To sensitively offer advice guidance and moral support aimed at increasing the client's independence, self-confidence and personal growth.
- Provide support and practical assistance to the client to enable her to develop the necessary domestic skills (with assistance as required) that she will need in order to run her own household
- To make a daily report following each duty regarding the support provided to the client.*

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- To ensure good communication, flexibility, and a consistent approach to the client's support.
- To attend team meetings and training sessions as requested.
- To liaise with the case manager for annual leave requests.
- To alert the client / case manager of sickness that will prevent them working.
- To respect the privacy of the client and her family. All matters relating to the client's situation and family are to be treated as confidential and are not to be disclosed to a third party.
- To undertake any other activity commensurate with the client's needs and as directed by the client and / or case manager.

* Only one report is required per shift covering both aspects

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Person specification

Essential Criteria

- NVQ level 3 in Early Years Care and Education or equivalent
- Previous experience of working as a Nanny with babies and toddlers (minimum 3 years)
- Able to quickly develop a rapport with the client and her children
- Demonstrate acceptable verbal and written communication skills in the English language.
- Demonstrate awareness of risk.
- Must have a positive attitude.
- Must have a good sense of humour.
- Must demonstrate ability to work confidently with the client
- A good level of mental and physical stamina.
- Good sickness and time keeping record
- Willingness to be flexible
- Willing to learn more about how the client's disability affects her
- Full clean Driving License
- Non Smoker
- Fluent English speakers
- EU citizen or have the relevant visa / work permits to work in the UK

Desirable

- Access to own car for work
- Good IT skills
- Previous experience of working with teenagers
- Previous experience of working with young mothers