

A nannies role

THE ROLE OF A PROFESSIONAL NANNY

A Nanny's primary task is childcare and everything associated with the children. You are employed to make life easy for the children and the parents alike. While the environment can be a relaxed and more casual one, you must focus on professionalism at all times and remember that your nanny job is your career. Up-skilling and improving as a nanny should be a constant focus and you should be continuously trying new things and researching outside working hours to make sure that you are working to the best of your potential during work hours.

Children's Stimulation:

Creative and constructive play planned daily, which meets the child's physical, intellectual, emotional, social and language needs. Outings and educational playgroups are encouraged.

Babies Nappies: Washing, folding and storage of nappies.

Bottle, Teats and Feeds: Cleaning and sterilization of bottles and teats.

Preparation of formulas.

Beds and Cots: Make up daily and after naps. Change bedding when necessary; wash when soiled.

Toys and Child/Baby Equipment: Keeping all equipment clean and in good order. Toys kept in working condition and stored tidily.

Cooking: Prepare daily children's meals as required. Also responsible for the cleaning up of the kitchen following the meals.

Transportation: Full licence is necessary to transport children. Approved safety restraints are necessary.

Laundry and Housework: Washing, ironing and folding of the children's clothing. Hand-washing of their garments as required. Keep clean and tidy all drawers and cupboards containing their clothing. Ensure the home is neat and tidy by the end of the day, following the day's activities. They can be responsible for the weekly cleaning of the children's areas within the home e.g clean the children's rooms, bathroom and playroom.

Unsatisfactory Performance:

- Failure to maintain an acceptable level of work standards as per individual job description and employment agreement.
- Incompetence, carelessness, inefficiency or time wasting
- Failing without good reason, to notify employer that she/he is unable to commence work at the agreed time
- Continuous late arrival for work
- Failure to report and/or record any accident involving personal injury or injury to a child during working hours
- Use of offensive or abusive language at any time

- Failure to maintain a hygienic & safe environment
- Misuse or unauthorised use of the employers equipment/possessions (taking things from the parents bedrooms, use of car, borrowing of household items)
- Smoking in any area of the work place unless agreed in writing between she/he and employer. No smoking with children present at any time.
- Multiple visits from friends during working hours, excessive TV watching, completion of personal chores during working hours
- Breaching family/employer confidentiality
- Use of employers computer for personal use (Facebook, Myspace, Twitter, Bebo, etc)

Serious Misconduct:

- Smacking, hitting, grabbing, shaking or any threatening behaviour towards a child, parent or visitor
- Any behaviour that seriously jeopardises the safety of a child, the employer or visitors
- Sleeping during working hours
- Working under the influence of drugs or alcohol
- Bringing any substance (drugs or alcohol) to the workplace
- Unauthorised possession of property or money belonging to the employer
- Serious damage to the employers property
- Theft of any form from the employers premises
- Any form of fraud or lying (false claim on time sheet, false claim for expenses etc)
- Leaving the children with any unauthorised carer (partner, friends, family, etc) for own personal benefit
- Failure to notify the employer of injury or accident involving their child/ren