

Job description: Nanny

Accountability: **To:** Crèche Manager

The main purpose of the job

To take complete charge of children while their parents are out skiing.

Key responsibilities

- Safely look after the children in your care as described in the manual and brochure.
- To comply with all procedures & standards as set out in the staff manuals.
- Attending to the physical needs of the children (changing nappies; potty & toilet training; providing drinks & snacks and a hot lunch).
- The developmental and emotional needs of the children in your care - providing each child with the right amount of stimulation through toys and activities as well as love and encouragement when needed.

Your duties include

- Welcoming the newly arrived children (& their parents) on transfer day (Saturday).
- Ensuring that children have a safe area to play in and that any necessary safety precautions are in place.
- Carrying out safety checks on cots, highchairs and other equipment used in the course of your work.
- Maintaining equipment and ensuring that toys are kept in a clean, safe and good working order.
- Completing a full inventory of toys, games, arts and craft materials and equipment at the start of the season and using this on a weekly basis to check that nothing has gone missing. Re-ordering supplies of paper, glue etc. through your Crèche Manager.
- Installing cots and highchairs plus any other requested equipment in chalets as instructed on transfer day.
- Taking the children out to play in the snow or for trips around the village at least once a day, weather permitting.
- Providing children with drinks, light snacks and lunch during the day.
- Clearing away and washing dishes then wiping down surfaces.
- Changing nappies, toilet training and putting those children who require a rest to bed.
- Reporting briefly to parents at the end of the day on what their children have been doing.
- Keeping good notes, particularly with respect to anything untoward that may have happened during the week, eg. Bumps and bruises, discipline as a result of anti-social behaviour, parents comments. These notes may be reviewed from time to time by the Childcare Manager.
- Tidying up at the end of the day and storing toys and equipment out of sight. On Friday evening the crèches require a through cleaning and sterilising of all toys.
- Baby-sitting on the evening of the staff day off (Wednesday).
- Shopping locally for provisions.

Please note that this job description is purely intended to give you an idea of what your work involves and is not intended to be a precise breakdown of your duties.

WHO WE ARE LOOKING FOR:

You will need to have:

- **An EU passport and a permanent UK National Insurance Number**
- A friendly and helpful manner
- Patience and a sense of humour
- An ability to work on own initiative and be a good team player
- A neat and well groomed appearance at all times
- Good timekeeping
- Flexibility
- Enthusiasm and dedication
- Good communication skills
- Capacity to work well under pressure

Experience:

- Experience and knowledge of working with children from 3 months to 7 years
- Minimum of 6 months experience

Skills:

- Basic culinary skills
- Ability to encourage play and learning activities

Education:

- Childcare qualification

Preferable:

- Current First Aid certificate
- Health and Hygiene qualification
- Experience of working in a ski resort