



## **JOB DESCRIPTION FOR RESORT NANNY**

Hours of work 08.45 to 1700hrs (5 days per week)

Saturday afternoon/evening meeting parents in the chalet and laundering of cot linen.

Clean cots and high chairs ready for delivery to the chalets.

Baby sitting on a Wednesday evening by direct arrangement with parents.

Payment to be made by parents directly to the nanny at the rate in the information booklet.

Jointly, the nannies are responsible for the day to day running of our mobile crèche taking complete charge of our client's children whilst their parents are out skiing. This includes attending to the physical needs of the children (changing nappies, applying sun cream, providing, drinks, snacks and lunch) as well as being responsible for the development and emotional needs for each child, providing stimulation through games, toys and indoor and outdoor activities.

A uniform will be provided which should be worn at all times whilst on duty.

### **Main duties**

Meet the parents and children as they arrive in resort on Saturday afternoon and evening. They will have been sent a child care information sheet which they should complete and sign and give to you. Complete all forms including parental consent forms for administering any medication, to take on outings and the childcare registration form.

Ensuring that all babies and children are suitably dressed, keeping the children warm and hygienically clean (spare nappies and a change of clothes to be provided by parents) Make sure that all children have a supply of sun tan cream, sun hats and sun glasses and apply the sun cream. The sun is very fierce in the Alps.

Ensuring that children have a safe play area in the chalet which you are working in. Use stair gates and fire guards where appropriate.

Carry out safety checks and clean cots and high chairs and any other equipment used for childcare. Make sure that all toys are cleaned and sterilised each week.

Collect and drop off children from ski school

Complete accident sheets where required, keeping full records on any minor or major injuries that may occur.

Answer any questions that children or parent may have aiming to do whatever possible to ensure that all children (and their parents) have the best possible holiday.

Refer any guest issues or complaints to Ski Magic management promptly

Implementing the weekly activity schedule each week and tailoring it to the age of the children in care.

Ensure that you leave the chalet that you are working in as clean and tidy as you found it. At the end of each session tidy up all toys, art and craft materials etc and store in garage for the next day.

Prepare and serve a mid morning and afternoon snacks and lunch

Organise birthday parties for children.

Report briefly to parents at the end of the day regarding their children's activities, eating and sleeping pattern. Make sure that children have all art/craft work to present to their parents.

Wash and iron all cot linen at the end of each week.

### **Administration**

Prepare a weekly shopping list.

Maintain good records regarding anything untoward that may have happened over the week i.e. Cuts, bruises, accidents, complaints, parents comments or discipline as a result of anti social behaviour.

Pre and post season prepare a crèche inventory. Inform management of any breakages/replacements required. Re-ordering of any equipment required for arts, crafts etc.

Attending weekly staff meeting to receive information of ages and numbers of children for the following week.