

ESPRIT HOLIDAYS - JOB DESCRIPTION

Position: HEAD NANNY
Location: Within the overseas programme as stated on your covering letter
Report to: Resort Child Care Manager

As Head Nanny you will provide care for Nursery Children, ensure the smooth running of the Nursery, and provide Child Care information to parents. You will supervise the nursery staff, ensuring the high standards the company expects are maintained.

Your responsibilities and duties:

Pre-Season

- Attend the pre-season training course.
- Assist with cleaning and preparation of Nursery and Snow Club rooms.
- Assist with the collation of the inventories of Nursery and Snow Club equipment and materials.
- Ensure that all your staff have the correct uniform and inform the Resort Child Care Manager if any additional items are required.
- Ensure that the Nursery is a clean, hygienic and safe environment for children and that the necessary Health and Safety checks have been made, and any action needed has been taken.
- Ensure that the Nursery is a welcoming and warm environment for the children's arrival.

During the season

Nursery, Snow Club and Cocoa Club

- As part of the Child Care team you are responsible for giving and maintaining first class Child Care to Esprit Nursery children.
- You will be involved in planning an exciting and stimulating weekly activity plan.
- You will ensure you and the team carry out the weekly activity plan.
- You will maintain the high standard expected from Esprit Nurseries as dictated in the Child Care Manual.
- Ensure that the Nursery room is bright, colourful and inviting at all times.
- Ensure all Nursery team are setting up activities and cleaning down the nursery daily to the standard we require.
- All wall decorations are to be kept looking smart and replaced if necessary through the season.
- At the end of each week collate all Nursery children's artwork and place in a decorative art file to be presented during the medal ceremony.
- You will be the primary worker for one or more children each week. This role involves taking a more active part with that child/children's paperwork when you are in Nursery and informing parents of any problems that may have arisen each day.
- You will be the primary contact for that child's/children's parents. If they have any questions or queries you will need to make yourself aware of what that child has been doing when you are not on duty, via nursery paper work.
- You need to ensure that all staff in the Nursery are maintaining their Primary Worker role to the guests' and your satisfaction.

Providing Child Care information to parents

- You will attend the weekly welcome meeting and provide information to parents about the Child Care programme and procedures.
- Answer guest questions and provide information on the running of Nursery and Snow Club.
- You will need to do regular evening visits to the Chalet or Chalet Hotels where Nursery children are staying and ensure that the parents are happy with the Nursery care we are providing.
- At the end of the week you need to be present and take part in the medal ceremony.

Supervision of Nursery Staff

- Supervision of Nursery staff time keeping, ensure lateness is reported to the Resort Child Care Manager.
- Ensure all team members are dressed in the appropriate uniform at all times when on duty.
- Deal with any minor disciplinary procedures involved with time keeping and presentation of Nursery staff.

Supervision of Lunch and High Tea

- During the course of the day lunch will be provided for the children in one of our Chalets or Chalet Hotels. You will accompany the children to lunch, feed the younger babies and help the other children if needed. Food is prepared and cooked by chalet staff but you will be required to help clear the tables and floor when the meal is over.
- High Tea is served to the children in their own chalets after the day's activities and you will supervise the meal and the children until the parents return.
- Ensure the lunch and High Tea menu is followed and inform the Resort Child Care Manager and the Chalet Manager if there are any problems.
- Ensure the catering team follows any allergies or specific dietary needs and that the allergy charts are present and correct.

Health and Safety

- Nurseries, Snow Clubs and Cocoa Clubs require regular safety checks. All toys need to be checked regularly for breakages or general wear and tear that may affect the safety of the children and staff using them.
- If during your safety checks or through the daily running of the nursery you discover anything that needs to be removed or repaired you must remove it and report it to your Resort Child Care Manager.
- Effective safe transport of Esprit Children to and from planned activities will need to be organised.
- A risk assessment of planned activities must be undertaken and measures put in place to minimise any risks before the first guests arrive.

Paperwork

- Maintain 'due diligence records' for any safety checks or risk assessments made within the Child Care setting.
- You are to ensure that all Child Care paperwork is completed correctly and on time e.g. children's diaries, registers and accident forms.
- Collate information from Child Care paperwork and pass information on to the Resort Child Care Manager at a weekly meeting.

Airport

- You may be required to staff the Esprit airport playroom. This is done on a rota and involves offering and taking part in activities with the Esprit children.
- You may also be required to help out on airport transfers offering help and information to guests.

Baby listening

- Esprit offers its guests in Chalet Hotels and larger Chalet properties a free baby listening patrol each evening whilst adult dinner is served. These shifts will be allocated on a rota basis and will make up part of your working week.
- On Chalet/Hotel staffs day off we offer a baby listening service so that our adult guests can dine out for the evening this is also done on a rota.
- Esprit offers Mini Cocoa Club, Cocoa Club and Cocoa Club + (in some resorts). These clubs are designed for the children who are not quite ready for bed. You will be required to work in these clubs on a rota.

Flexibility

- As a vital part of a large resort team you need to be flexible and willing to work in Snow Club taking on the role of a Snow Ranger when required as well as any other duties deemed necessary by the Resort Management.

Post Season

- Assist with cleaning and closedown of Nursery and Snow Club rooms.
- Assist with the cleaning of Nursery and Snow Club equipment and materials. Make sure everything is checked and an inventory made ready for shipping to the relevant storage facility.
- Ensure staff uniforms are handed back clean and inventoried.
- Assist with the closedown of resort as directed by the Resort Management team.