

Special Nanny / Governess Role

This document outlines the professional responsibilities and conduct expectations for a Special Nanny / Governess engaged through Aron Helps, focused on providing exceptional childcare, educational support, and holistic development for children in a safe, structured, and nurturing environment.

Employment Duration: More than 1 year

Core Duties and Responsibilities

The Special Nanny / Governess is responsible for providing quality care that supports the child's/children's physical, emotional, social, and intellectual development. Duties include maintaining daily routines, assisting with personal care, feeding, supervising rest periods, and ensuring the child's safety and well-being.

The Special Nanny / Governess should encourage positive behaviour, good manners, discipline through positive reinforcement, independence, and confidence while acting as a positive role model. They are expected to maintain open communication with parents regarding the child's progress, behaviour, developmental milestones, health concerns, and daily activities.

The Special Nanny / Governess should promote good behaviour, independence, confidence, and positive values while serving as a role model. They must keep parents informed of the child's progress, well-being, and daily activities.

CONNECTING FAMILIES WITH HIRED HELPS

The role also includes preparing nutritious meals or snacks for the children, maintaining the cleanliness and organisation of their bedrooms, play areas, toys, and belongings, and ensuring all child-related items are properly cared for.

Communication Skills

The ability to communicate effectively and professionally with parents and other household staff is essential. Regular updates on the child's well-being, progress, and any concerns should be provided while maintaining complete confidentiality.

Additional Responsibilities

- Reporting any health concerns, behavioral changes, accidents, or emergencies promptly to parents or management.
- Accompanying children to school runs, appointments, or extracurricular activities when required.
- Maintaining confidentiality and professionalism within the household.
- Following household rules, parenting preferences, and safety procedures at all times.
- Performing supplementary caregiving or household support tasks depending on the family's specific requirements.

Professional Skills and Qualifications

- Childcare Experience
- Previous experience as a governess, nanny, caregiver, or childcare provider is highly preferred.
- Patience and Compassion
- Must demonstrate kindness, emotional intelligence, patience, and a nurturing personality when caring for children.
- Serve as a positive role model for the child.
- Prepare nutritious meals and snacks for the child.

Communication Skills

- Ability to communicate clearly and professionally with both children and parents.
- Attention to Detail
- Strong observation skills to monitor children's safety, routines, behavior, and developmental progress.
- Ability to Follow Instructions
- Must be capable of following household guidelines and working independently with minimal supervision.

Physical Stamina

Ability to remain active throughout the day while managing childcare and household support responsibilities.

Educational Support Skills

- Basic tutoring, homework assistance, and child development knowledge are considered an advantage.
- Professional Conduct
- Must maintain honesty, discretion, cleanliness, punctuality, and professionalism within the home environment.

Disciplinary Measures

- Unauthorised absences may result in salary deductions
- Repeated rule violations constitute grounds for service termination
- Criminal intentions will result in immediate disassociation from Aron Helps
- Theft and missing work may be deducted from your salary according to the employer's instructions.
- Repeated violations of the listed rules are a cause for termination of services with Aron Helps.

Notice Periods:

- The Nigerian Labour Act stipulates minimum notice periods for termination of employment, which apply to domestic workers nationwide as well as Aron Helps Ltd or Aron Helps Domestic Services.
- The required notice for this contract of work contain within this code of conduct is 2 weeks for up to 3 months, one month for up to two years, two months for up to 3 years and more.
- A worker can resign (terminate the employment agreement themselves) after giving the appropriate notice by following the strict guideline above called Notice Periods.

Potential Liabilities:

If an employee leaves without giving proper notice, they may be liable for breach of contract. The employer could potentially seek compensation for any losses incurred due to the lack of notice.

Rumours and unrelated work issues

It is possible that your new employer has nosy or jealous neighbours who may say untrue things to you to poison your mind or discourage you from your work. It is important that you bring such concerns or information to the agency and your employer promptly for investigation and resolution. Loyalty is key!

Contractual Relationship Clause

The Service Provider acknowledges that this agreement establishes an independent service arrangement with Aron Helps acting solely as a platform connecting service providers with service recipients. This is not an employment contract, and Aron Helps does not assume employer responsibilities.

Accept Terms of Work with Your Signature

By signing below, you confirm your understanding and unconditional acceptance of the terms outlined herein.

ACCEPT TERMS OF WORK WITH YOUR FULL NAME SIGNATURE,
AND DATE.

FULL NAME AND SIGNATURE

DATE