# Scott Dunn logo Job Description

**Role: Villa Nanny**

**Reports to: Resort Manager**

**Role Purpose**

To care and entertain children aged 4 months to 13 years with a variety of activities in a safe and hygienic setting.

## Responsibilities

From our teams, we expect an attitude whereby ‘Nothing is too much trouble’. You will be expected to fulfil the following responsibilities:

* Ensure that the guests and their children benefit from the highest possible level of “Scott Dunn” service
* Have the ability to work as a private nanny within a villa
* Be adept at keeping an efficient and accurate record of plans and routines
* Be confident in dealing with Scott Dunn guests
* Liaise with UK office, the resort manager and other staff and work as a team
* Have a flexible approach to ‘Stepping in’ where necessary

**Duties**

* Provide a safe, hygienic and stimulating environment for children.
* Provide a healthy mid-morning and afternoon snack.
* Ensure that the villa and villa playroom is clean and tidy and that the toys and the equipment are put away at the end of the day.
* Communicate with the parents at the end of the day regarding their child’s wellbeing.
* Babysitting approximately twice a week (paid in addition to your weekly wage).
* Provide a degree of flexibility wherever possible to meet parent’s needs and wishes.
* To work in any other of our resorts or other villas if and when needed.
* Ensure all daily records and any accident and incident reports are completed
* To ensure that all paper work is kept up to date
* To meet the guests at the airport in the provided Scott Dunn vehicle and escort them in tandem back to the villa with the guests in their hire car.
* To liaise with your Resort Manager and the UK offices throughout your employment with Scott Dunn.
* To provide appropriate care in the event of any accident occurring this may involve driving the children to an appropriate medical centre.

## Abilities and Expectations

* Love and ability to work with children aged between 4 months and 13 years of age
* Team player
* Good self-motivation
* Professional
* Excellent guest relations and interpersonal skills
* Organised and pro-active
* Outgoing and fun
* Must be a strong swimmer

## Essential Experience and Key Competencies

* CACHE level three qualified or equivalent recognised childcare qualification
* At least two years’ experience
* A clean, full driving licence is essential
* Available for the whole season (May until September)
* UK or EU Passport holder
* UK National Insurance Number
* UK Bank Account

**Package and Benefits**

In order to recruit the best people and deliver our product, Scott Dunn offers a very attractive remuneration package. All of our team members are offered:-

* A competitive salary
* Live out accommodation (wi-fi access where possible)
* Full insurance (covering you in and out of work)
* Return travel from the UK
* Uniform
* Comprehensive training course
* Career progression with opportunities in our winter programme

**Unfortunately we cannot accept applications from holders of UK Working Visas.**

**This role is subject to a satisfactory enhanced disclosure and barring service check (criminal background check)**