

The Ultimate Guide To

# Finding & Keeping A *Nanny* Your Family Will Love



WE NEED A  
*Nanny*

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## Who Is This Guide For?

This step-by-step guide will help you find, hire and keep a wonderful nanny who is best suited to your family's needs. Your children will flourish with a trustworthy, reliable and loving caregiver, who nurtures their development, is attentive to their needs and keeps them safe and happy every day.

Knowing that finding a fabulous nanny is a challenge, we've put together a list of professional tips that will make your quest fast, easy and stress-free. We've covered every aspect of your nanny journey:

- Understanding the role of a nanny
- Knowing the costs of hiring a nanny
- Defining your ideal nanny
- Methods of search
- Strategies for writing a job post that will attract suitable candidates

- The process of shortlisting and interviewing nannies
- Employing a nanny
- Payroll & Obligations
- Tips for getting the most from your new nanny

This guide includes all the essential information you should know before you begin your search. We also have amazing resources available for every stage of your journey at [www.weneedananny.com.au](http://www.weneedananny.com.au).

Ready to start your journey? The first step is to understand the role of a nanny and how they can support your family.

**Immediate Access To Amazing Nannies Your Family Will Love**

Start your journey today at [www.weneedananny.com.au](http://www.weneedananny.com.au)

# WE NEED A Nanny

### Disclaimer

The content and information contained in this booklet and across our website is for general information purposes only. It does not take into account your specific needs, objectives or circumstances. It is not advice, and in particular, is not a substitute for professional legal, accounting or tax advice. Any reliance you place on the information is at your own risk. Before acting on any information, we recommend that you consider whether it is appropriate for your circumstances, carry out your own research and seek professional advice, where necessary.







# What Is A Nanny & How Do They Help?

Immediate Access To  
Amazing Nannies Your  
Family Will Love

Start your journey today at  
[www.weneedananny.com.au](http://www.weneedananny.com.au)

**A**nanny is an experienced professional focused solely on taking care of children while also providing amazing support for parents. They are available for different engagements including full-time and part-time jobs, or live-in and live-out arrangements. You can find a nanny to be your full-time caregiver or hire one to cover just a few hours per week. Nannies are different to babysitters and au-pairs, as they are engaged as a working professional and can build a long-term connection with your family.

## What Does a Nanny Do?

The duties of a nanny always revolve around children. Their job is to cater to your children's needs, contribute to their development, keep them safe and happy and maintain the weekly schedule. Typically, a nanny's day-to-day work includes (but isn't limited to):

- Preparing meals for kids
- Changing nappies and clothes
- Cleaning up after children
- Taking children to school
- Playing with children
- Helping children with their homework
- Supporting their development
- Arranging indoor and outdoor activities
- Bathing children
- Getting children to bed on time

Depending on their age and unique needs of your children, a nanny can also have specialised skills such as taking care of newborns, potty training or sleep training. Most nannies will also have a childcare qualification.

Nannies are dedicated to the wellbeing of your children and making sure they have fulfilled lives. Not only do they create a safe environment for children to be active, creative and content, they also support the family by maintaining daily routines.

Covering all aspects of childcare, nannies are employed to support the whole family. Nannies provide so much more than temporary assistance, which means you can rely on them to maintain daily and weekly schedules that suit your children. Having a fantastic nanny means that you'll have MORE QUALITY TIME to spend with:

- Your Children
- Your Partner
- Your Family
- Your Friends
- Your Career
- Yourself!

## What Your Nanny Isn't Supposed to Do?

You should never mistake a nanny for a cleaner or a housekeeper. You wouldn't hire a cleaner to look after your children, and you shouldn't hire a nanny to clean your home.

You should expect nannies to perform 'light housework' duties associated with their care of children, like preparing their meals, tidying up after play and doing some of their laundry. A great way to think about it is that a nanny should leave the home in a condition that's similar to when they entered.

While it is ok to have a conversation with your nanny about what services they are comfortable providing, any additional tasks that involve cleaning and tidying will reduce their focus on the child.

## Support for the Whole Family

Covering all aspects of childcare, nannies are employed to provide help and support for the whole family. Because they are offering much more than temporary assistance, you can rely on them to support your daily and weekly schedules and keep things in order.

A nanny will become a part of your family and support the balance between your professional and personal life. Knowing that your little ones are receiving professional care from a trustworthy, reliable and loving nanny, you'll have peace of mind and be able to find time for other priorities in life. Having a fantastic nanny means that you'll get to:

- Spend quality time with your children
- Pursue your career
- Spend time with your partner
- See your family and friends
- Have more time for yourself

Even if you hire a part-time nanny, it can be a massive help for your family if it is a reliable person who fits in and takes good care of the little ones.



# 3 Reasons Why Parents Engage A Nanny

Article By **Kasey Major**  
Professional Nanny of 23 years

**H**aving a family is one of life's greatest joys! Children are the most precious and special gifts in our lives, and any parent would do anything for their kids. Parenting can be a challenge though, and if you're reading this article you are probably wondering how a wonderful carer could suit your needs.

My name is Kasey Major, and I've been a professional nanny for 23 years. I've supported every kind of family structure and I've cared for so many beautiful children. It's amazing that you're thinking about a nanny, as it really will change your life for the better. Here are the main reasons why parents have engaged my services, and how their lives changed as a result!

*"It really will change your life for the better"*

## My Family Needs Some Extra Support

You may be a family of busy working professionals, trying to do all you can for your family while meeting deadlines at work. You could be parents running your own business and you need flexibility with care for your children. You may be a shift worker where daycare isn't suitable. You may not have close friends or family nearby and need some extra support. You may be a single parent managing shared arrangements, or need help looking after the kids while you are at work. Even if you are staying at home to care for your children, a nanny will help your family.

A nanny will work alongside you to achieve the goals you have for your family. They become an extension of you. They will embody all the values and behaviours you want to instil in your beautiful children, and work with you to ensure your ideal caring environment is maintained.

## I Want My Child to have Personalised Care

Speaking of values, you may be worried that your child is not getting the personalised care you desire at daycare or after-school care. Every child is unique and special, and you know your child's needs better than anyone. This is where a nanny can add so much value to the growth of your child.

A nanny can observe and report on the behaviour of your children when you're away, and together you can understand what behaviour to encourage and discourage. Nannies are wonderfully flexible with the educational activities they provide for children in their care. They can provide your children with a personalised program each day, which adjusts to their needs and is more flexible than what is provided with childcare or after-school care. Your children's development will flourish overtime as the bond with a nanny grows.





### **I Want My Family to Feel More Connected**

With how busy your life is, you may wish that your family is more connected. But because there are so many jobs that need to be done, you find you are spending your precious downtime running the household rather than spending quality time with your family.

A nanny will support you and your beautiful family. With time, they can understand what the family or the household needs, and add thoughtful touches to make things easier for you. If you like the house looking a particular way, a nanny can assist in putting things back in the way you like. Nannies are not cleaners, though some will be happy to discuss additional services. The priority of every nanny is the care of children, and with time they will create a peaceful and caring environment for your family to enjoy together.

### **Your Life Will Change With a Nanny**

There are just so many benefits to having a caring, supportive nanny in your life. A nanny will provide your family with a reliable routine and will personalise the care they provide to every child. When you bring a nanny into your home, they will understand your family's needs and in time will provide an enduring connection.

Supporting families is my passion, so if you need any help in your search to find a nanny I'm always here to help.

## **WE NEED A Nanny**

**has resources from Industry Experts to support you every step of the journey!**

### **FEATURED CONTRIBUTOR**

## **Kasey Major**

My name is Kasey Major, and I have cherished working as a nanny for 23 years. I am passionate about supporting families and giving children the best opportunities to shine.

Contact Kasey and Read more of her articles at

[www.weneedananny.com.au](http://www.weneedananny.com.au)



# How Much Does A Nanny Typically Cost?

The cost of your nanny will depend on your unique needs. To understand the value of a caregiver that truly is right for you, you need to consider your criteria:

- How experienced do you want your nanny to be?
- How many hours per week does your nanny need to cover?
- Are you looking for a caregiver with specialised experience or particular qualifications?
- Do you need a nanny who can drive your children to school or activities?

A good rule of thumb is that the rate will be higher for nannies with more experience and qualifications, and of course the rate will also depend on your specific requirements.

## Rates of Pay

Nannies typically charge \$25-\$30+ per hour. You can expect to pay around \$25 for less experienced care and \$30+ for more experienced care. Make sure to offer at least the minimum award rate and include additional fees such as taxes, domestic worker's insurance and superannuation.

## Insurance, Tax and Super

You are required to pay super if your nanny works for 30+ hours and receives \$450 or more before tax in a calendar month. You should also register for PAYG withholding.

When you hire a caregiver as an employee, you need Workers Compensation Insurance which covers your nanny in the event of an accident. Since insurance is different in every State and territory, make sure to visit the Fair Work Ombudsman and find the full list of coverage across Australia. If a nanny is driving your car to take kids to school or other activities, you should include them under your vehicle insurance policy.

If you need assistance with meeting your payroll obligations there are some excellent nanny-focused solutions we recommend such as NannyPay.

## Benefits

Don't forget that nannies hired as employees are entitled to benefits. They can take a paid holiday or sick leave which you are required to cover. Full-time and part-time employees are entitled to a minimum of 20 days

of annual leave. If you want to hire a live-in nanny, you must be able to provide a comfortable private room and usually include their food in the employment package.

## Finding the Best Solution for Your Family

From hiring a full-time nanny to finding someone who can cover a couple of hours per week, there are many different options available. Depending on your childcare needs and your budget, you can find a solution that really works for your family. Even if you have just a few hundred dollars to spend per week, you'll definitely benefit from the help you'll get from a reliable nanny.

**NannyPay**

**Payroll Solutions For Families Hiring Nannies**

Nannypay will help you set up your arrangement to properly employ your nanny on a fortnightly payroll.

[www.wenedananny.com.au/nanny-pay](http://www.wenedananny.com.au/nanny-pay)







# Defining Your Ideal Nanny

**N**ow you've decided that a nanny is a suitable option for your family, then comes the important task of describing your ideal caregiver. What exactly are you looking for in a nanny? While this question may seem tricky to answer, it becomes a lot easier when it's broken down into smaller questions. Here is the list of essential questions that will help you understand which details you should include in your job ad:

- Do you need a full-time, part-time or a live-in nanny?
- Do you want your nanny to have flexible working hours?
- What level of experience are you expecting?
- Are you looking for someone with specific experience (i.e. sleep training, child development philosophies or taking care of newborns, twins, triplets, or children with unique needs etc.)?
- Which qualifications do you expect them to have?
- What specific tasks will they need to perform?
- Do you need a nanny with a driving licence and/or a car?
- Do you have additional requirements (i.e. proficiency in a language other than English etc.)?

When you write down answers to these questions, you will have a clearer image of your ideal nanny.

You should also think about the personality traits you are looking for in a nanny. Who would be a perfect fit for your family? What makes your family special? It helps to make a list of qualities you would love your nanny to have. Then when you place your job ad, you should specify if you're looking for someone who is punctual, organised, hygienic, efficient, energetic, calm, loving, caring, creative etc.

And here's a helpful tip! It's better to list the ideal traits of a nanny you are looking for, rather than saying you're looking for 'Mary Poppins' or 'Mrs Doubtfire'.

Knowing what you are looking for in a nanny will help you create a great job post and attract caregivers who meet your requirements. It will also give you a great base for shortlisting potential candidates and preparing questions for interviews.

**Post A Nanny Job  
& Connect With  
Amazing Nannies**

Start your journey today at  
[www.weneedananny.com.au](http://www.weneedananny.com.au)





## We Need A Nanny is a job board, not an Employment Agency.

We Need A Nanny serves as a forum for parents and caregivers to connect, and does not participate in any contractual arrangement that may result from such introductions. All arrangements are made directly between parents and caregivers. Access to our Site is conditional on and subject to the Terms of Use, including our Community Guidelines and Privacy Policy.

# Start The Process Of Finding A Nanny

Once you've established your requirements, you are ready to begin searching for a nanny! If this is your first time looking for a nanny, you may have already asked friends and family for referrals and not received many options that are suitable for your needs.

The most immediate and affordable option to find a suitable and reliable nanny is to join **We Need A Nanny**. This gives you full control over your nanny-finding journey because you can post jobs, communicate with candidates and find a quality caregiver that meets your needs.



**We Need A Nanny** is an online job board focusing solely on nannies and offering you immediate access to the largest selection of caregivers in Australia. More than **150,000** nannies have chosen our platform to advertise their services, and so far, we have helped over **40,000** families find their amazing nanny.

**We Need A Nanny** is the fastest, easiest and most affordable way to find suitable caregivers in your area. We are your one-stop platform with everything for your nanny journey. For just \$10 per month and a joining fee of \$65, you'll have instant access to amazing nannies close to you, as well as the essential information you need to know. We have connections to industry-leading service providers for additional and tailored support. And when you join **We Need A Nanny**, you stay connected with your favourite caregivers so you can reach out any time your circumstances change. A monthly subscription includes:

- Full access to Australia's #1 network of nannies
- An easy-to-use online platform that allows you to post jobs and browse nannies near you
- A platform to easily connect and communicate with nannies
- Access to all the industry-leading information and connections you need
- Online help and support during your journey

With so many top-quality nannies under one roof, you won't waste time searching in many different places. **We Need A Nanny** is an easily searchable platform which lets you set preferred location and other parameters, and it is easy to find a nanny in your area who is the perfect fit for your family. You can also tailor a unique job post and immediately communicate with nannies you think are fit for the role.

Are you ready to move to the next step? Now that you know where to look for nannies, it is time to learn about ways to find the best candidates.





**Immediate Access To Amazing Nannies Your Family Will Love**

Start your journey today at [www.weneedananny.com.au](http://www.weneedananny.com.au)





# How We Need A Nanny Works

FREE ACCESS	FULL ACCESS	
		
View Profiles & Post a Job	Read Messages & Contact Caregivers Directly	
 <p>Our Free Access allows you to try our site and determine if suitable caregivers are in your area. You will need to upgrade to Full Access to connect with caregivers.</p>		
<b>Join Free</b> No credit card required	<b>\$10/month</b> +\$65 Joining Fee	<b>\$185/year</b>



## Search & View Caregiver Profiles

There are hundreds of caregivers in your local area that want to support your wonderful family. Searching caregivers is easy! Simply enter your postcode in the search bar and it will display caregivers in your area sorted by 'last online'.



## Read Messages and Contact Caregivers Directly

When you upgrade to Full Access, you will be able to read messages from Caregivers that have applied for your position, and you can also contact Caregivers directly.



## Post A Job & Receive Responses

Posting a job can be the most effective way to find a nanny that's the right fit for your family. You can be very clear about what you're looking for. When you post your job, a notification will be sent to all nannies in the area that are suitable. You will receive applicants that are available. It's a fast way to hear from local caregivers.



## Get Faster Responses By Sending Messages Via SMS

Whenever you send a message in our Message Centre, the receiver will be notified via their personal email. If you'd like a faster response, you can purchase SMS credits to send a notification to their mobile. It only costs \$22 for 30 SMS credits.

## 30-Day Money Back Guarantee

We Need A Nanny has helped over 40,000 parents find a caregiver that's the right fit for their family. We hope you love our service, but if you aren't satisfied simply contact us within 30 days of subscribing for a full refund. Simple as that.

Start your journey today at [www.weneedananny.com.au](http://www.weneedananny.com.au)





# How To Post A Nanny Ad That Attracts The Right Candidates

**T**he key to a successful job post is striking the right balance. You need to make it appealing to attract many applicants, but you also need to be very specific about what you require and what you offer.

After helping thousands of parents find an amazing nanny, we know which ads get a lot of responses, and we've made writing an amazing job listing a breeze for you! All you need to do is ensure your job listing has **8 Key Elements**.

## 8 Key Elements of an Effective Job Ad

- 1. Title** - It should be informative, but also short and catchy. This is the first thing that nannies will see when they are browsing jobs, so you want your title to stand out and be to the point.
- 2. Hourly Rate** - It's important to list the hourly rate to help qualify candidates. Leaving this blank will limit the number and quality of applicants.
- 3. Location** - Make sure you list your location to ensure you are contacted by nannies nearby. Job Listings are searchable by Postcode to protect your privacy.
- 4. Requirements** - Select all the requirements you need the nanny to have. Do they need a driver's license? First aid certification? Police check? Please note that it is a legal requirement for nannies to have a Working With Children's Check to care for children, so you must request and verify this information from your applicants.
- 5. Job Details** - Outline the specifics of the role. How many children require care? What are their ages? When is the care required? Does the role need to be pet-friendly?
- 6. Describe Your Beautiful Family** - Here is where you describe your family so that nannies can imagine what it would be like spending time with your family.
- 7. Describe The Duties Of the Caregiver** - Describe the role as much as you can. What are all the tasks that would be involved in a usual day? Are there any special considerations? What are your expectations about availability?
- 8. Describe Your Ideal Caregiver** - Use this section to describe the traits you are looking for in a nanny and what would make for a wonderful fit for your family.

To attract candidates that are suitable, we recommend following three important principles: be **clear, specific and genuine**. Be upfront about your expectations at the start, while also adding your personal touch.

## Post A Nanny Job & Connect With Amazing Nannies

Start your journey today at [www.weneedananny.com.au](http://www.weneedananny.com.au)





# Structure Of Nanny Ads

**WE NEED A Nanny** Parent Login Nanny / Sitter Login

Parents & Families JOIN NOW Nannies & Sitters JOIN HERE

POST A JOB NANNY SEARCH JOBS FOR NANNIES HOW IT WORKS RESOURCES

**Title:** Experienced Nanny Required

**Location:** Fremantle, Western Australia

Listed: 03rd January 2021 **Hourly Rate:** \$25-30 per hour

Posted by: John Smith

Driver's Licence  First Aid Certification  Working With Children Check  Police Check

**Describe Your Family:** **Job Description**

**Describe The Nanny's Duties:** **Your Duties**

**Describe Your Ideal Nanny:** **Our Perfect Caregiver**

**Requirements:** Requirements section with checkboxes.

**Job Details:** **Job Details**

Expected Start Date:	1 Feb 2021
Children:	3
Age:	1-2, 6 & 9 years
Required Days:	Monday - Friday
Pet Friendly:	Not required
Working Hours:	50+ hours per week



# Interviewing & Shortlisting Candidates

Once you post a fantastic job ad, your next task is to shortlist the applicants you think could fit the role and prepare for the interviews.

## Selecting the Candidates

Review all the applications you received and think about the pros and cons of hiring each of them. Eliminate nannies from your list that definitely don't satisfy your criteria. It's really important to listen to your intuition. You are looking for a long-term nanny that will become a wonderful part of your family dynamic. So you don't want to rush this process. If you feel unsure about a particular candidate, understand how they have made you feel. Speaking to candidates in person will reveal a lot more about them, but don't be afraid to let your intuition guide this screening process.

## Scheduling Interviews

Once you select potential candidates, it is best to start with a phone call. If you can, schedule a video call so that you can see them and find out more about their personalities. If you feel comfortable to proceed, the next step is to have them in your home. It is always a good idea to schedule a meeting when the whole family is there so that your children can meet the nannies as well. If you really like a particular

candidate and if there is enough time, you can perform a little trial and assign a task for the nanny to assess their skills. This is a great opportunity to see how they behave around children and find out whether the little ones like them. It's really important to see how they engage with your child and how your child responds - for many parents, this is the most important factor.

## Interview Tips



An interview can reveal plenty of information if you have the right questions. We suggest that you prepare well for each interview. While some of the questions will be the same for all of the candidates, some will have to be rather personal.

Prior to an interview, read the application because you want to be well prepared for the conversation. Write down all the questions and list all the paperwork you want the candidates to prepare for your meeting. Make sure to verify all the documents and references

because the employment arrangement will be directly between you and the nanny.

The first set of questions can be about the nanny's qualifications and experience. Feel free to go into details and ask them to describe families they worked for and specify the number of children or list their daily tasks. This will reveal a lot about their previous experience. One of the most important questions to include is why they have stopped working for their previous employers. Be sure to dig deeper on this point and be comfortable with their reason. The applicant should also have the opportunity share their expectations about families they want to work for.

## IMPORTANT

You must check a nanny's certifications and qualifications from their resume. They must provide evidence of their First Aid Certificate, Police Check, Working with Children's Check, Driver's License or any other documents, and it is your responsibility to verify these documents - especially the Working With Children's Check. While each State is different, it's a simple process to visit the website of your State's governing department to confirm the details.

More on page 16



The next part of the interview can be dedicated to exploring the nanny's methods and development philosophies when caring for children. Ask them to describe their approach to childcare and describe their general style to engaging with children. This will help you find out how they handle different situations and how they behave around children. Be sure to ask them how they would respond to specific examples you have experienced with your child.

In the third part of the interview, you can dive into your nanny's personality. Ask about their lifestyle, interests, hobbies, family and ambitions in life. The nanny you choose will become a member of your household, and you want to get a clear idea of how you'll get along. This conversation is intended to get to know each other on a deeper level.

Once you feel an applicant would be a great fit for your family, you should discuss the practicalities of the role. The best chance for this engagement to succeed overtime is for both parties to be clear about what they want, and agree to these terms before entering into an engagement.

To conclude your interview, you can ask the nanny to provide a list of references with contact information. An experienced nanny should be able to provide references, and you should proceed with caution if they do not provide a decent list.

Before you seal the deal, it's also good to arrange a trial period (and you must remunerate the applicant for their hours during this trial period, even if you don't proceed).

## Checking references

Checking references is a crucial step towards finding a perfect nanny for your family. Even a great resume, impressive qualifications and a fantastic interview aren't enough to prove that someone is actually fit for the job. A respectable nanny will be able to provide professional references and not just letters sent

by friends or family members. Talking to their previous employers will reveal vital information about your potential nanny.

Providing professional references should be one of the most important requirements mentioned in your job ad. You can ask potential candidates to attach at least two reference letters and send them along with their application. Make sure that you check with the nanny that their references have given permission to share their contact information before asking for them. It's very important that you at least call the previous references to have a candid discussion - do not just rely on a written reference.

When speaking with the references, here are some of the most important questions to ask:

- What was the duration of their engagement with you?
- Was it a full-time, part-time or a live-in arrangement?
- Did they keep to the agreed schedule?
- How many children have they been looking after?
- What were their ages?
- How did they engage with your children?
- What was their motivation and enthusiasm like?
- Did they keep things clean and tidy while caring for the children?
- What are their five most important qualities?
- Did they ever have to deal with an emergency? How did they handle it?
- Were there any aspects of childcare you think they could have improved on?
- Why did you end the contract with them?
- Would you hire them again?
- Is there anything else you would like to add that should be considered before hiring?

The best way to communicate with referees is by phone. Try calling them and ask if they have time to talk. If they are not located in Australia, you can email them and try to schedule a video call. Remember that a good referee will be open to answer your questions



and provide all the information you need. If you encounter someone who hesitates to give you answers, it might not be a good sign.

## How to Make a Decision?

You may not have considered it but when you're on the lookout for a nanny, you should actually be searching for more than one. It's important to have a range of great nannies that can work around your family. As children grow, their needs, as well as yours, will change. One nanny may be able to provide all the care that you need for now. However, can you imagine how disruptive it could be to your family if that flow of support suddenly stops?

So when you're searching for a nanny, be sure to keep a shortlist of the best applicants rather than simply focusing on just one. By doing this, you will ensure that you can pick a few great nannies so you're never left without one should any issues occur.

When you have a pool of great potential candidates, take your time to choose one that will be a great long-term solution for your family. When they accept, be sure to let the other candidates know that you would like to keep them on file in case things change.

## Need More Resources About Interviewing & Shortlisting Candidates?

Nanny resources in one place  
[www.weneedananny.com.au](http://www.weneedananny.com.au)



## Found The Right Nanny: What's Next!

# Employment, Payroll & Obligations

**N**ow that you've found a perfect nanny, it is time to seal the deal. You will need to get familiar with your obligations as an employer and create a contract.

### Your Obligations

If you are employing your nanny, then make sure to visit the Fair Work Ombudsman webpage which offers information about your specific obligations, including free resources and templates for making important documents such as contracts, checklists and payslips.

Your key obligations include:

- minimum workplace entitlements
- minimum wage
- paying super (if your nanny will be working 30+ hours)
- registering for PAYG withholding

- registering for a Fringe Benefit Tax (if benefits are included in the remuneration agreement, such as free rent for a live-in nanny)
- getting Workers Compensation Insurance

Your duty is also to make the contract as comprehensive as possible. Before you make the first draft, you should agree with your nanny on the terms ensuring that both sides are happy with the arrangement. You should also clarify the terms for ending the contract if the agreement doesn't work out.

### Creating a Contract

A contract must be created and signed by both parties before commencing employment. It is very important to ensure that you and your nanny are on the same page before you sign this document. Take your time to discuss the terms with them in

detail. While engaging a nanny is a personal journey for your family, at the end of the day it is a working relationship and both parties must act accordingly.

The purpose of the contract is to give you and your nanny clarity about expectations. It may come across as a very formal thing to do, considering that your caregiver is someone who will become a part of your family. But it has to be done because it secures a better understanding and a quality relationship. It can prevent any potential issues and provide clear grounds to discuss problems if they arise. A contract provides protection to both parties and ensures all rights are respected. In a nutshell, it is just so much easier when both sides know the rules!

The additional benefit of a contract is the ability to track your nanny's performance. This document states all of their duties which makes it easier for you



to keep records and do annual performance reviews.

We recommend parents and nannies visit the Fair Work Ombudsman website for all the information they need about their obligations. The Fair Work Ombudsman has a dedicated page on their website that provides Templates for employing staff, pay slips and record-keeping, hours of work, leave requests, managing employment and ending employment. Visit: [www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/templates)

### Feeling Out Of Your Depth? Need Help With Payroll

Not sure how to work out your payroll? We already mentioned that employing a nanny entails many obligations such as fair work conditions, superannuation, WorkCover and ATO compliance. It can be stressful and time-consuming to get your head around the tax forms and other legalities, and it is so much easier to have someone to do the heavy lifting for you. The solution to this problem is a complete payroll facilitation service.

Using a domestic payroll provider such as NannyPay helps you to take the guesswork out of the many legal responsibilities that come with employing a nanny. They work with you to ensure your obligations are met and then handle the ongoing payroll requirements such as processing fortnightly direct debits, processing your nanny's wage, superannuation and tax installments. Everything you need to help you meet your employment obligations.

NannyPay's tailored system makes paying your nanny stress-free. In addition to managing your week-to-week wage obligations, they also make quarterly and end of year lodgments to the ATO on your behalf. It really is a done-for-you service.



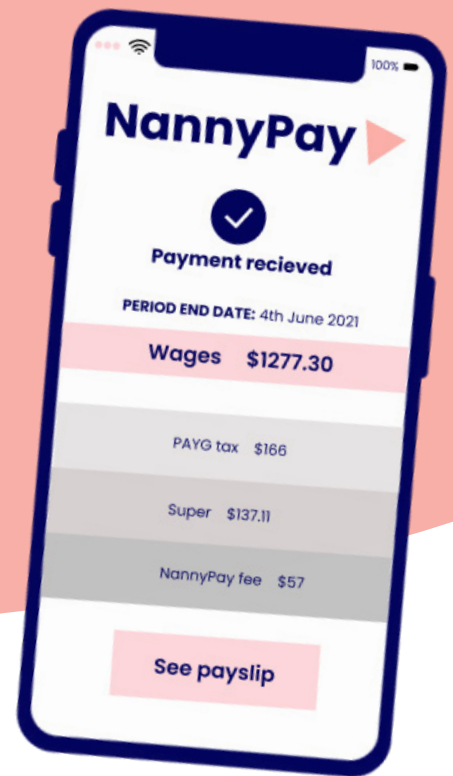
**NannyPay** ▶

**Payroll Solutions For Families Hiring Nannies**

Nannypay will help you set up your arrangement to properly employ your nanny on a fortnightly payroll.

[www.weneedananny.com.au/nanny-pay](http://www.weneedananny.com.au/nanny-pay)

# NannyPay helps you employ your nanny properly on a fortnightly payroll



## Make Paying Your Nanny Stress-Free

There are many legal obligations that come with employing a Nanny that must be met. This area can be overwhelming, time-consuming and stressful for many parents which is why we recommend NannyPay to families looking for a complete solution for their nanny employment and payroll needs.

### What is NannyPay?

NannyPay takes the guesswork out of hiring your nanny. They work with you to ensure your obligations are met and then handle the ongoing payroll requirements such as processing fortnightly direct debits, processing your nanny's wage, superannuation and tax installments. Everything you need to help you meet your employment obligations.



## NannyPay

Book A No-Obligation Consultation Today

[www.weneedananny.com.au/nanny-pay](http://www.weneedananny.com.au/nanny-pay)



### No-Pressure FREE Initial Consultation

Fill out the form below to arrange a complementary consultation with a nanny payroll specialist at NannyPay to find out if NannyPay is right for you.



### Fast & Easy Set Up

If you engage with NannyPay they will guide you through a simple process so you can provide everything needed to meet your employment obligations.



### Fortnightly Payroll

Each fortnight, NannyPay will direct debit your account and pay your nanny so you can relax knowing your nanny is paid properly and your obligations are met.



### Quarterly & End Of Year Lodgments

At the end of each financial quarter and year, NannyPay will process all required lodgments to the ATO on your behalf. It really is a done-for-you service.



### Great Customer Service

NannyPay are incredibly customer-focused and exist to make your life easier wherever they can, this is reflected in how they communicate and provide customer service.



### Cover Yourself

Properly employing on a payroll ensures you're meeting your obligations, removing the liability you would face if you had incorrect or messy records.





# Your Responsibilities When Engaging A Caregiver In Australia

**W**e Need A Nanny is not an Employment Agency. **We Need A Nanny** is a forum for parents and caregivers to connect. Because of this, it is essential that you check and verify that your caregivers have current and up-to-date working with children checks, police checks and first aid.

## Working with Children Check (WWCC)

A Working with Children Check (WWCC) is a legal requirement for any person involved in caring for children, and it is your responsibility as a parent to verify that a nanny's check is valid before caring for your child.

Checks are administered by each State and Territory. You can verify a Working With Children Check online.

## National Police Check

A National Police Check can be undertaken online and takes a few days to process. A National Police Certificate is a document that lists

an individual's disclosable court outcomes and pending charges. National Police Checks can only be done with the consent of the person that the check is for. Police checks are valid at the time of application, so it's up to the parent to determine if a new check is needed.

## Children's First Aid

Children hurt themselves; it's a fact of life. As part of their physical development, they will challenge themselves and be hurt. Will your caregiver know what to do? Will you know what to do?

First Aid training is not only important to care for your children. It also gives you reassurance that if something did happen, it can be dealt with calmly and confidently.

Childcare First Aid is a first aid course that has an additional focus on first aid applied to infants and children. It is essential education for parents and caregivers. It will teach the skills and knowledge needed to provide a first aid response to an infant, child and

adult. Along with CPR techniques that apply to infants, children, and adults, it teaches how to assess emergency situations and provide first aid for a wide variety of injuries and medical conditions.



## Book Your First Aid Training Course Online

We have partnered with Australia Wide First Aid who provide first aid courses in VIC, QLD, NSW and WA.

They are offering a discount for members of the We Need A Nanny family.

Simply use the discount code **WNAN5** when you book your course.

**WNAN5**

Redeem at: [wenedananny.com.au/australia-wide-first-aid](http://wenedananny.com.au/australia-wide-first-aid)



**BONUS**

# How To Get The Most From Your New Nanny!

Signing the contract is just the first step of a long and wonderful journey you'll have with your fantastic new nanny. But just like any relationship, it needs to be nurtured. There are many things you can do to make this engagement thrive! Here are some great tips to make your nanny feel appreciated, connected and supported.

## Have Regular Performance Reviews

Regular performance reviews are very helpful to ensure that both sides feel heard. It is a good idea to go through the contract with your nanny and discuss all the points. This will help you figure out what is working for you and what isn't. If either side has failed to cover some of their duties outlined in the contract, you can discuss the problems and try to find solutions.

If you are happy with your nanny's performance, be sure to tell them! Your engagement will strengthen if you can provide specific examples where they have shone. Everyone likes to hear they are doing a great job, so don't expect your nanny will know this if you don't directly share your sentiments.

Regular reviews are also the appropriate times to discuss wages. If you are intending to engage a nanny for long-term care, wage inflation should be expected (just like any job). You need to check if your nanny is happy with the working conditions and consider altering your arrangement if necessary.

## Surprise Your Nanny With Thoughtful Gestures

If you are happy with your nanny's work, it is a nice gesture to provide a reward they will appreciate. Be sure to have chats with your nanny from time to time and find out what makes them happy or what they really need. If you are not sure what they like, you can always buy a gift that works for anyone, such as a box of chocolates or a hamper box.

It is important to note that these surprises should not be a part of the regular review. Our tip is to pick a different moment to surprise your nanny with a gift from the whole family. Whether it is a voucher, a book or a piece of jewellery, attach a card with a personal message signed by all of you (especially the children!)

## Maintain Good Communication

If you want to have a harmonious and long-lasting relationship with your new nanny, it is essential that you maintain good communication. Remember that you are balancing a personal and professional engagement, so keeping an open dialogue is essential for everyone in the family. The connection you have with your nanny will deepen overtime, and parents will grow to cherish feeling completely supported by a nanny. Be sure to address any issues as they appear, however minor, and do not let things go unaddressed. The most rewarding engagements are ones where both sides respect each other. Communication is key!

**Need More Resources About Getting The Most From Your Nanny?**

Nanny resources in one place  
[www.weneedananny.com.au](http://www.weneedananny.com.au)







OUR  
**GIFT**  
TO YOU!

## Do You Need A Nanny?

Immediate Access to Nannies Your Family Will Love

**W**e Need A Nanny provides immediate access to hundreds of caregivers so that you can get help whenever you need it. We know parents sometimes want to find a babysitter or a nanny as soon as possible, and we created a platform to enable them to do that. A quick search will help you find all available caregivers in your area. If you upgrade your profile to full access, you can

also post a job and instantly communicate with nannies or babysitters that meet your requirements.

We are determined to help you find a nanny fast! We appreciate you taking the time to read through this Guide, and we'd like your search to begin with a gift from us. When you subscribe, enter the code FAMILY at the checkout for a 10% saving!

GET 10% OFF

DISCOUNT CODE:  
**FAMILY**

Register At [www.weneedananny.com.au](http://www.weneedananny.com.au) and  
Post Your Job Ad Today!

