

**First impressions count so preparing for an interview is essential if you want to be considered for your perfect nanny job. As part of your interview preparation process, we recommend you consider the following:**

- **Location check:** check the commute time and journey details in advance. Allow yourself plenty of time to get to your interview location. Allow 5 minutes to calm any anxiety or pre-interview nerves you may have.
- **Presentation:** Present yourself in a neat and well-dressed manner. Long nails, excessive make-up, dangly jewellery and inappropriate dress is an interview faux pas for childcare related posts.
- **Nanny File:** Prepare your Nanny File\* in advance and bring it with you to the interview. Find a suitable time during the interview to ask a prospective employer if they would like to have a look.
- **Timekeeping:** Your interview is likely to be located at the family home. Arrive early but do not knock on the door until your designated interview time as there may be another interview in progress. The same applies for interviews in any other location.
- **Photo Identification:** Always bring proof of identity in the form of a passport or driving licence. You may not be asked, but The Parent & Child Nanny Agency guarantees that all candidates will arrive at the interview with photo identification.
- **Conduct:** During conversation regarding previous/current employment, never talk negatively or in a derogatory way about another employer. Never disclose another employers 'personal information and never use inappropriate vocabulary.
- **Children:** If a child/children are present at an interview, introduce yourself to the child and gently engage with them where possible.
- **Late/Delays/Lost:** On the unfortunate off-chance that you are late, delayed or lost, call the family immediately using the number The Parent & Child Nanny Agency provided at the time your interview was confirmed.

**Nanny File\*:** Your nanny file is a folder presented to a professional standard displaying your paperwork. This should include the following:

- CV
- Qualification Certificates
- Childcare related certificates
- Paediatric First Aid Certificate
- Ofsted registration Certificate
- References
- DBS Enhanced Disclosure
- Nanny Insurance Policy
- Driving (with children) Insurance policy

You may wish to personalise your folder with EYFS developmental and planning ideas, meals plans/ideas and photos. Never use photos without the necessary parental permission.

INTERVIEW GUIDANCE FOR NANNIES

You will be asked a selection of questions based on your experience and ability level which will allow the family to determine whether you are a potentially suitable candidate for the role. The following are a selection of questions you may wish to consider when planning for an interview:

**BEING A NANNY**

- Why did you choose a career as a nanny?
- What are your qualities?
- What do you enjoy most about being a nanny?
- What are your favourite child related activities?
- Are you happy to work in sole/shared charge?

**NANNY EDUCATION AND EXPERIENCE**

- Are you a qualified nanny?
- Are you Ofsted Registered?
- Do you have a DBS Enhanced Disclosure?
- Do you have a Paediatric First Aid Certificate?
- Describe your experience as a nanny:

**NANNY SKILLS AND DEVELOPMENTAL ACTIVITIES**

- Do you have the necessary age related experience required for this role?
- Do you have good organisation and skills?
- Are you able to keep a nanny diary?
- What kind of creative activities would you do with children?
- What kind of social activities would you do with children?
- What outdoor activities would you do to ensure plenty of fresh air all year round?
- Do you have any specialised experience with: Potty training? Weaning? Making up bottles? Sleep-training?

**FOOD AND NUTRITION**

- Describe your cooking level:
- Provide examples of healthy meals you can cook
- Provide examples of healthy snacks you might prepare
- Would you plan menus in advance?
- How will you encourage a healthy diet?

**MANNERS AND DISCIPLINE**

- How will you encourage good manners?
- How will you deal with tantrums and bad behaviour?
- What are your views on discipline?
- Do you have experience with use of positive appraisal charts?

**DEALING WITH EMERGENCIES**

- How would you cope in an emergency situation?
- Do you know how to deal with a choking child?
- Is your paediatric first aid training up to date?

INTERVIEW GUIDANCE FOR NANNIES

RELIABILITY
How is your timekeeping?
Are you reliable?
Are you committed to stay in a position long term?
How many sick days have you taken over the past 12 months?
Are you flexible in regards to working late/babysitting on occasions?

PERSONAL
What are your hobbies and interests?
Do you come from a large/small family?
Do you have a partner?
Do you have children of your own?
Do you have any disabilities?
Do you have any allergies or nutritional requirements?
Do you like house pets?

**On Completion of your first interview with the family, ensure you provide comprehensive feedback to The Parent & Child Nanny Agency. The feedback provided by the family and by you will determine whether a second interview will be offered.**

**Second Interview:** A second interview is typically a longer and less formal interview, a chance to talk more about what is involved in the role, what will be required of you and a chance to meet and spend time with the children. A second interview indicates the family have shortlisted you and are very interested in considering you as a nanny.

Follow the above interview guidance and advice in the same way as before and providing feedback to the agency in the same way.

*Good Luck!*

*The Parent & Child Nanny Agency*