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## TERMS OF BUSINESS 2005

### Introduction Charges:

All Agency fees are payable upon the acceptance of a verbal offer of engagement (not commencement of employment) being made to a nanny, mothers help or proxy parent, and are exclusive of salary and other costs of employee.

### FEES:

Week 1-13.....	£70 per week + VAT
Week 14-26.....	£35 per week + VAT
6 months plus.....	£1500 flat rate + VAT
Part time positions are pro-rated at a per day rate.....	£15.00 per day + VAT
Weekend Rate.....	£40.00 per weekend + VAT

Jan 05

**The Client must inform the Agency if an employee returns to the employer at a future date or if the employment is extended in any way so that the appropriate fee can be charged.**

**There will be a 10% surcharge, per week outstanding, on all invoices not settled within 10 working days of date of invoice.**

### Refunds:

A refund of the engagement fee will only be made if:

1. An employee fails to take up her appointment after an engagement has been confirmed.
2. An employee has not left due to unreasonable conditions or changes in agreed conditions of employment.
3. An employee leaves her employment within the invoiced period a refund may be available for each complete week not worked.

If an employer cancels the employment before commencement, a cancellation fee of 50% of the original invoice fee will be charged in all circumstances and one full weeks salary should be paid to the employee. If the employer cancels any part of the engagement after the employee has commenced employment, only 50 % of the agency fee, per week not worked, will be refunded.

Absence from work due to holiday or sickness allowed by the employee prior to the termination of employment are excluded from the calculation of refunds.

**NO** claim for refund can be entertained by Temporary Nannies where payment has not been received in full by Temporary Nannies within ten working days of the invoice date.



## TERMS OF BUSINESS 2005

Temporary Nannies (The Agency) will only undertake business under the following terms and conditions. No variations to these terms of business, either expressed or implied, may be made without the written consent of a director of the Agency. These terms are legally binding so please read them carefully.

1. The interviewing and acceptance of an employee introduced through the Agency will be deemed as acceptance of our terms of business.
2. Once an engagement has been offered the clients agree to notify the agency immediately.
3. The Agency acts as an agent to introduce nannies/mothers helps/proxy parents for its clients. The Agency does not employ any of the Applicants, directly or indirectly. Applicants are introduced to Clients on the basis that they will be employed by the client unless the Applicant is self employed. It is the Clients responsibility to arrange relevant tax and National Insurance payments to the Inland Revenue if the employee is not self employed.
4. The fee charged for any nanny/mothers help/proxy parent is applicable only to one engagement. A further fee will be charged for re-engagement or extension of employment of nannies/mothers helps/proxy parents. Employees who are allowed to remain in or return to the household in any capacity whatsoever, paid or unpaid, for any other reason after the temporary engagement has been concluded or terminated, will be deemed by the Agency to be extending or continuing their employment and the employer will be charged in all cases.
5. **Clients retaining the services of employees, however unsatisfactory, to suit their own convenience will be liable for the Agency fees in full, for the period the staff are retained.**
6. Clients transferring or passing names, addresses, telephone numbers and or e-mail contact details of nannies or mothers helps obtained through the Agency to third parties will be held responsible for fees due from resulting engagements.
7. The Client is requested to reimburse all reasonable travelling expenses to the interview upon presentation of receipt.
8. Whilst the Agency endeavour to only introduce suitable applicants whose references are checked by the agency before employment commences, clients are advised to take up references to their own satisfaction as during, before and after the engagement, the Agency cannot, under any circumstances, be held responsible for any clash of personalities or any other circumstances that may arise beyond its control and which should be resolved between employer and employee.
9. The Agency excludes liability for any loss, damage, expenses or delay incurred or suffered by the Client, the Client's family, servants, or agents or the Client's assets, allegedly arising from the acts, omission or character of Applicants introduced by the Agency.
10. The final responsibility for accepting the applicant lies with the client. Whilst the Agency endeavour to verify the background of staff introduced before employment commences, we can not guarantee that all the information regarding the applicant is accurate. Although the Agency would like to be able to offer the service of providing criminal record checks we are, as yet, unable to do so.



## A ROUGH GUIDE TO NANNIES

### Daily Nannies

**Salary: £350-£450p.w.**

- Hours:** Normally a 10 hour day-8a.m. -6p.m. or 8.30a.m.-6.30p.m. Monday to Friday
- Duties:** Sole charge of the children in the parents day to day absence plus nursery duties (nursery duties are anything child related) i.e. Children's washing and ironing, keeping the children's' rooms clean and tidy, tidying the playroom. Cleaning the kitchen after children's and nannies use only. Cooking for the children.
- Babysitting:** Normally daily nannies prefer not to baby sit. This should be discussed at the interview stage if you require this. A daily nanny will charge you extra if you require her to baby sit.

### Residential Nannies

**Salary: £300 - 350p.w.**

- Hours:** Normally an 11 1/2 hour day - 7.30a.m.-7p.m. or 7a.m.- 6.30p.m. Monday to Friday - Live in nannies prefer not to work weekends but are sometimes more flexible regarding this.
- Duties:** Sole charge of the children in the parents day to day absence plus nursery duties (nursery duties are anything child related) i.e. Children's washing and ironing, keeping the children's' rooms clean and tidy, tidying the playroom. Cleaning the kitchen after children's and nannies use only. Cooking for the children.
- Babysitting:** Normally between 1-3 nights per week. This should be confirmed before employing a nanny and if you require her to baby sit at the weekend.
- It is possible to find an experienced nanny who, on a temporary basis, is prepared to be flexible regarding her duties and is happy to work alongside a parent. Please feel free to call me regarding this.

### Mothers Help

**Salary: Live-in £180-250p.w. Live-out £300-350 p.w.**

A Mothers helps hours and duties are exactly the same as a nannies on both a daily and residential basis. The difference between a mothers help and a nanny are basically that a mothers help does not yet have the experience to be left in sole charge of your children. A mothers help is usually either a newly qualified nanny or a nanny with very minimal experience.

A mothers help will not do housework, cooking and ironing. She will perform the same duties as a nanny but working alongside a parent or a more senior nanny. Some are willing to do other light household tasks but these should be specified and confirmed prior to accepting the candidate.

Part-time

**Daily salaries: £70-90 per day**

**Hourly salaries: £7-9 per hour**

Most of our Temporary Nannies are not self employed as they are only temping on a short term basis. Therefore, you, as an employer, are legally responsible for organizing tax and National Insurance contributions. You need to clarify this with your nanny before employing her.



**Proxy Parents**

**Salary: £80-100/24hrs**

Proxy Parents will do the same duties as a nanny but on a 24 hour sole charge basis in the parents' absence. They are often self employed and therefore organize their own tax and N.I.

For help and advice from the tax office call: 0345 143143

