

The Nanny Service

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INTRODUCTORY CHARGES/FEES

Salary for Nannies living in or out will be by negotiation between the client and the applicant in each case. All payments to Nannies are subject to the PAYE regulations (see note 7 overleaf). The Agency introductory fees are as follows:-

UK Placements:

Temporary

Nanny: £75.00 per week + VAT

Maternity Nurse: £85.00 per week + VAT

Minimum fee for is £100 + VAT

Temporary placements are considered temporary for up to 16 weeks and thereafter a permanent fee applies.

(Note: A week is calculated from Monday-Friday and a weekly fee is charged if any part of a week has been worked)

Permanent

Daily Nanny: 5 weeks net salary + VAT

Live-in Nanny: 6 weeks net salary + VAT

All permanent placements are normally invoiced 2 weeks after commencement to allow a settling in period.

Overseas Placements:

Temporary

Nanny: £100.00 per week + VAT

Maternity Nurse: £100.00 per week + VAT

Minimum fee £200.00 + VAT

Temporary placements are considered temporary for up to 16 weeks and thereafter a permanent fee applies

(Note: A week is calculated from Monday-Friday and a weekly fee is charged if any part of a week has been worked)

Permanent

Nanny/Governess: 20% or net annual salary + VAT

All fees payable in full prior to commencement of candidate.

These prices are exclusive of VAT.

Introductory charges for temporary nannies are invoiced for a fixed period, but if the original period is exceeded, the client will be automatically invoiced for any excess period.

Net week's wage means the gross wages proposed per week less deductions only for Tax and National Insurance.

Should a permanent placement terminate prematurely, a rebate may be payable (see 4 on page 2 for details). For the purpose of fee calculation, the minimum part-time permanent fee assures a minimum of 30 hours per week, even if the hours worked are less.

If a fee has not been paid within 1 calendar month of the date of the invoice, £10 will be added to the fee every week until payment is received. We accept MasterCard, Visa or Maestro Debit Card; please telephone quoting your credit/debit card number.

For other terms of business see page 2.

TERMS OF BUSINESS

1 Fees are not negotiable and the interviewing and/or acceptance of any Nanny from us (whichever first occurs) constitutes acceptance of our charges as set out overleaf and our terms of business as set out below.

2 Introductions are confidential. The passing on of an introduction to another employer which results in an engagement, renders the Client liable to payment of the Agency's fees as set out in the Scale of Charges.

3a Full fees will be charged for a Nanny engaged as a consequence of, or resulting from, an application to the Agency, even though the introduction is made indirectly. Full fees will also be charged to all subsequent engagements of the same Nanny to the same Client, where the Nanny has been previously engaged unless, of course, the Nanny has been previously engaged to fulfill a permanent placement.

3b Full fees are charged to the Client as a consequence of, or resulting from, an application to the Agency even though that Client may share the services of that Nanny with one or others who may be paying all or part of her wages.

3c In the case of permanent placements overseas, full fees must be paid by debit/credit card before the Nanny travels.

4a In the event of a permanent placement terminating prematurely, and provided no replacement can be found within 4 weeks, a rebate will be given on the following basis, provided that:

i) The Client informs us in writing of the termination of the engagement within 7 days.

ii) The employee has not left due to unreasonable condition, or conditions materially different from those stated in the job description given to the agency by the client,

iii) The client has not cancelled their requirement for a replacement, made their own arrangements or unreasonably refused the replacement nanny offered and

iv) Our invoice has not been outstanding for more than 2 weeks (or in the case of a Nanny travelling direct from overseas, provided that the invoice has been paid before the Nanny travels).

Period of Employment Rebate

Not exceeding 2 weeks Full refund

Not exceeding 8 weeks Substitute temporary fee

Should the client subsequently re-engage the Nanny within a period of 3 calendar months from the date of termination, the full fee becomes payable.

4b If a maternity assignment is cancelled within 4 weeks of its scheduled commencement and the Maternity Nurse has been accepted for the job, the Client will be responsible for the Maternity Nurse's wages for 1 week, an £85 + VAT fee is payable to the Agency.

4c Where a temporary Nanny stays on for more than 16 weeks, the permanent fee becomes payable (less any amount already paid to the Agency for that Nanny as a temporary.)

4d Where a temporary Nanny is taken on specifically because no permanent Nanny is available and the Agency already has instructions to find a permanent Nanny for that Client at the same time, the permanent fee may be reduced by the amount of the Agency fee already paid on the temporary Nanny, up to a maximum of £225 + VAT (3 weeks temporary fee).

5 Whether the Client will be responsible for all or part of the Nanny's travelling expenses to and from both the interview and assignment, and in the case of daily Nannies, their daily travelling expenses, must be negotiated with the applicant before agreeing to see her for an interview. In the case of overseas assignments, the Client is responsible for paying all the Nanny's travel arrangements and the Nanny must receive return tickets, before she travels to take up an assignment, or attend an overseas interview. However, Clients will not normally assume responsibility for the air fares of Nannies travelling from overseas.

6 Time off is by arrangement between the Client and the Nanny. This must be arranged and agreed between the parties before the Nanny is hired. For anything other than short-term temporary jobs, 2 days per week, usually at weekends and most evenings free when not required for baby-sitting are normal – holidays are normally 4 weeks a year, as well as all Bank Holidays. Pay, hours, duties, time off, holidays, length of notice, accommodation provided and who pays the fares to the interview and the assignment, should be agreed between the Client and the applicant before the applicant commences the assignment.

7a Wages and time off, exact duties and all other terms of employment should be negotiated and agreed before the Nanny starts employment. When agreeing wages, both parties should be clear whether wages are quoted gross or net.

7b Tax and National Insurance Contributions must be deducted from the Nanny's wages and forwarded to the Inland Revenue. Outside the UK, Clients make their own arrangements with the Nanny on this matter, but deductions must be made where the relevant local law so requires. If you would like help please click on the nanny tax website www.nannytax.co.uk

8 The Agency agrees to make every reasonable effort to ensure the suitability of Nannies on behalf of Clients, but cannot accept responsibility for any loss, expense, damage or delay, however occasioned.

9 The Agency, its employees and agents cannot accept responsibility for loss or damage arising out of any introduction, nor do they give any warranty concerning the history, character, age, capability or suitability of any staff.

10 In the case of positions outside the UK, it is the Client's responsibility, and not that of the Agency, to see that immigration procedures are complied with and that the Nanny obtains the correct visa, work permit or labour certification. It is also the Client's responsibility to make all travel arrangements.

11 Clients are strongly advised to check references, even though the Agency may have already done so. Client references are not required except for overseas positions.

12 All references in the above to "Nanny" or "Nannies" shall include Mothers' Helps, Housekeepers and all domestic staff.

13 The Nanny Service is an equal opportunities employment agency.

14 The agency acts as employment agency only and not as an employment business.

Established 1967