



HERRINGTON
INTERNATIONAL SCHOOL
EDUCATION BEYOND BORDERS

JOB DESCRIPTION

Position Title: Nanny

Department: Academic

Job Summary

To support the early childhood teaching staff at Herrington International School (HIS) by providing high-quality physical care, emotional support, and a safe, hygienic, and nurturing environment for young students. In a large campus setting, this role also ensures the safe transit and logistical coordination of early learners outside the classroom.

Job Goals

- Ensure the complete physical safety, health, and well-being of early learners throughout the school day.
- Support early childhood teachers in daily routines and classroom management to optimize instructional time.
- Maintain a highly sanitary, organized, and welcoming classroom and play environment.
- Safely manage the logistics and movement of young children across a large-scale school campus.

Main Responsibilities

Classroom Support & Student Care

- Assist children with personal care and hygiene routines, including bathroom use, hand washing, and diaper changing (if applicable).
- Assist the Homeroom Teacher with classroom setup, preparing interest centers, gathering learning materials, and managing student behavior.
- Actively engage in all class activities and carry out pre-planned activities if the teacher is temporarily absent.
- Prepare for and supervise daily nap or quiet times, ensuring a peaceful and comforting resting environment.

Health, Safety & Hygiene

- **Active Supervision:** Supervise children closely during bathroom breaks, indoor/outdoor recess, and snack times to prevent injuries and promote safe play.

- **Dietary Management:** Strictly monitor and enforce complex allergy and dietary protocols during high-volume meal times in shared cafeterias or common dining areas.
- **Health Standards:** Enforce strict hygiene practices, such as routine sanitization of toys and equipment, to prevent the spread of illness.
- **Emergency Response:** Execute the school's large-scale emergency evacuation, lockdown, and medical response protocols, taking primary responsibility for the physical safety of early learners during drills or real emergencies.
- **Clinic Collaboration:** Collaborate directly with the School Clinic and nursing staff to monitor and report on students with specific, documented health needs.

Campus Logistics & Operations

- **Campus Transitions:** Safely manage and escort large groups of early learners across a sprawling campus (e.g., transitioning between the main classroom, library, gymnasium, or nurse's office) while maintaining strict headcount protocols.
- **Transport Coordination:** Coordinate closely with the school's Transport Department to ensure the safe and orderly boarding and alighting of young students utilizing the school bus system.
- **Event Support:** Provide logistical and supervisory support during large-scale school events, multi-class assemblies, sports days, and early years field trips.
- **Secure Handovers:** Verify the identity of individuals during student pick-up to ensure secure and authorized handovers.

Additional Duties

This job description outlines the core responsibilities of the position. The post holder may be required to perform additional duties reasonably assigned by school management in support of the school's mission and development.

