

HR Harris Recruitment

Help that works for you

HR Childcare
Recruitment

hkc | The
Housekeeper
Company

tcc | The
Carer
Company

Website: www.harrisrecruitment.co.uk Email: enquiries@harrisrecruitment.co.uk

Telephone: 0330 383 0010 or 0161 904 0565

We specialise in the supply and recruitment of private domestic staff. From Housekeepers and Nannies to personal Chefs, Carers and Domestic Couples, we offer the highest level of service to our clients.



Housekeeper



Nanny



Domestic Couple



Housekeeper / Nanny



Housekeeper / Companion



Housekeeper / Cook



Cook / Chef



Gardener/Driver/Handyman



Companion / Carer



After school Care



Private PA



Driver / Chauffeur



Dog Nanny



Houseman / Handyman



Mother's Help



Nanny Share



Maternity Nurse



Security Staff

HOW OUR SERVICE WORKS:

At Harris Recruitment we listen to what you are looking for and we guide and advise you on the most suitable type of help for your requirements.

We carefully match your requirements with the right candidates and we won't waste your time sending you applicants that do not fit your requirements. We don't employ the candidates you do.

We can help you find daily or live in full or part time help and we provide a nationwide service. Please note part time vacancies are usually daily and must be a minimum of 20 hours per week.

We believe in building long term relationships with our clients. With all our divisions - The Housekeeper Company, Harris Childcare Recruitment and The Carer Company, we are able to recruit any type of domestic, care and childcare help that you might require.

We are able to advise families on the best type of help for their needs, not just what we are able to provide.

We also have a childcare consultancy service, The Childcare Recruitment Consultancy, to assist you should you wish to discuss your requirements in more detail.

There is no registration fee and no additional charge to use our recruitment service. We only charge a fee once you have agreed to hire one of our candidates.

Harris Recruitment and its divisions aim to make the whole process of recruiting domestic staff as easy as possible and we look forward to being of service to you.

- After your initial enquiry, we will send you a copy of our brochure and a client registration form and if you wish to proceed we would ask you to complete and return your form.
- As soon as we have all the information on your vacancy we will start looking for someone for you.
- Firstly, we will look through our current applicants to see if we have anyone who may be suitable.
- We will also advertise the vacancy on our own website and other select job websites.
- We never divulge any personal family details and always conform to data protection rules.
- We will send you CVs of any suitable candidates who we have interviewed and referenced and ID checked.
- We will manage the interview process and communicate job offers to candidates.
- If you do recruit one of our candidates we will also send you information including a draft contract of employment and information on payroll services.
- We do not disappear once we have placed someone with you and are there for you if you need us.





Housekeeper

A housekeeper is ideal for families, couples or individuals who are seeking to employ someone to do a wide variety of domestic duties.

Typical duties include: housekeeping, cleaning, vacuuming, mopping, washing, ironing, shopping, family cooking & food preparation and help with the running of the house.

In addition, depending on each individual job requirements, they may be required to: take care of antiques & polish silver, arrange flowers, oversee tradesmen, organise wardrobes and take care of high end garments, run errands and feed and walk the family pet. A housekeeper may also be able to house/pet sit for you when you go away and a "child friendly" housekeeper can supervise older children if required.



Domestic Couple

The complete housekeeping solution -providing all-round help in the home, including meticulous housekeeping and a wide range of maintenance/driving duties, combining the roles of either the housekeeper, housekeeper/cook or housekeeper/nanny along with a houseman/handyman/driver.

Typical duties include: housekeeping, cleaning, vacuuming, mopping, washing, ironing, shopping, family cooking & food preparation, childcare. In addition gardening, driving, valeting and looking after cars, odd jobs, swimming pool maintenance, sweeping, running errands and general maintenance around the home.



Housekeeper /Nanny

A housekeeper / nanny is a child friendly housekeeper, who in addition to the typical housekeeping duties, which will include: housekeeping, cleaning, vacuuming, mopping, washing & ironing, can provide some childcare assistance.



Housekeeper / Cook

A housekeeper / cook is a housekeeper, who in addition to the typical housekeeping duties, which will include: housekeeping, cleaning, vacuuming, mopping, washing & ironing, will also possess some culinary skills and be happy and able to follow recipes, cook for the family, do food & grocery shopping and possibly also help with entertaining and dinner parties.



Cook / Chef

A cook/chef will prepare, cook and present meals for the household. There may sometimes be further duties asked of the cook/chef; particularly that of managing other kitchen staff.

They would be responsible for the preparation and presentation of all food for the employer, their family, guests and possibly their staff. They can discuss menu plans and daily requirements with either the employer, or other staff. They will ensure that the kitchen is kept clean and in good condition. They can also be responsible for food shopping.



Gardener/Driver/Handyman

A gardener/driver/handyman will be responsible for a wide range of gardening duties, driving, valeting & car maintenance, handyman jobs, swimming pool maintenance, sweeping, running errands, pet care and general assistance around the home.



Dog Nanny

A dog nanny will come to your home to look after your pet - perfect if you are out of the house most of the day.

Duties can include: walking, feeding and looking after your beloved pet during the day. They may also be happy to dog sit for you when you go away and may combine their role with some housekeeping duties.

Please note that any vacancy must be at least 20 hours per week.



Houseman / Handyman

A houseman/handyman/driver will help with heavy cleaning, driving, valeting & car maintenance, handyman jobs, swimming pool maintenance, running errands, school runs, pet care, help with entertaining and general assistance around the home.

They can work independently or as part of a couple



Mother's Help

A mother's help (who can also be known as a housekeeper/nanny) will be able to help with both childcare and housekeeping, usually in a support role, as they have limited experience.

Their duties would include cleaning, general household and laundry duties, helping with the children, often with a parent around, babysitting, driving duties, school runs, light cooking and food preparation.



Driver / Chauffeur

A chauffeur/driver's duties can include driving, valeting and car maintenance, running errands and school runs, assistance with driving, valeting & looking after the cars.

They can work independently or as part of a domestic couple.



Nanny

A nanny can provide a safe, caring, stimulating environment within your home in which your children can grow, learn and develop.

A nanny is an experienced child carer who is capable of sole charge, but equally would be happy to work alongside a parent. As well as taking care of the children, the nanny would be responsible for everything to do with the children, from preparing healthy nutritious food for the children to doing their laundry.

A qualified nanny is someone who holds a qualification. However, some of the best nannies do not have formal childcare qualifications. Often a combination of a caring and practical nature, a natural aptitude for relating to children and a proven track record in working in the childcare sector help to ensure that a candidate has what it takes to make a good nanny.



Afterschool Care

After school care will be provided by a person with relevant childcare experience who is able to pick up children from school, take them to after school activities or straight home. Make them dinner or a snack and supervise homework. They may be required to work additional hours in school holidays or take children to school.

Please note that any vacancy must be at least 20 hours per week."



Private PA

A private personal assistant (PA), also known as a private secretary or an executive assistant, will be responsible for the family's administrative duties including managing the employer's personal affairs and appointments, running the home office, travel and diary schedules, assisting with the hiring of staff, organising family holidays and buying presents.

A PA may be required to attend meetings and will be able to organise all types of events - business, social and family oriented.



Nanny Share

This is a scenario that is perfect for people who work part time as it is very cost effective. A nanny would work for and look after the children of more than one family, either at the same time or on different days. The families will have agreed the terms of employment between them and will share the cost, including the nanny's tax allowance.

There are different types of nanny share arrangements including:

Split week share: the families would share the nanny and the children are looked after on different days, each in their own home.

Complete share: the children are looked after together at the same place on the same days.

Main family share: One family employs the nanny full time and they share their nanny with the other family for part of the week.



Maternity Nurse

A maternity nurse (can also be known as a maternity nanny) is a trained or experienced nanny or midwife specialising in caring for new born babies.

They can take charge of a new baby and guide and advise the mother on feeding patterns, sleeping routines and other aspects of new born care.

Employment periods can vary from a few days to a few months, depending on the family's needs and they can work a variety of different options, including: 12 or 24 hour day or night care, working up to six days per week.

A maternity nurse is self-employed and sets their own rate of pay. When a firm booking is made the client contractually commits to employ the maternity nurse for an agreed period of time.

If a booking is cancelled or delayed, usually the maternity nurse would ask for 50% of the agreed pay for the period affected.



Companion / Carer

Predominantly a housekeeping and companionship role, duties for a companion/ carer job will include providing companionship and accompanying the client when they want to go out, running errands, light cleaning, food preparation, cooking and laundry.

In addition they can provide some personal care, helping with dressing and undressing, giving and monitoring the taking of medication as well as assist with mobility.



Housekeeper / Companion

Predominantly a housekeeping and companionship role, duties for a housekeeper/companion will include housekeeping, cleaning, vacuuming, mopping, washing, ironing, shopping, cooking & food preparation. They will also provide companionship and accompany the client when they want to go out.

Harris Corporate Recruitment



A boutique recruitment agency for corporate clients. We offer a professional & personal recruitment service to help you find the most suitable employees for your business.

Our team has a wealth of commercial experience in a wide range of corporate sectors including retail, banking, financial services, manufacturing, hospitality & travel and non-profit Organisations.

How we do it

- Thorough needs analysis
- Summary of recommendations
- Detailed job requirements taken
- Undertake bespoke recruitment process
- Tailored advertising campaigns
- Detailed candidate screening & interviewing process

Why use Harris Corporate Recruitment

- Small & highly skilled team
- More than just “recruiters”
- Wealth of corporate experience
- Professional personal service
- Competitive agency fees
- Multi sector & multi position recruiters
- No time wasting with unsuitable candidates
- Excellent back up & post placement support
- Build long-term relationships with clients

Testimonial

“Harris Corporate Recruitment have been fantastic throughout. From the moment, we gave them the brief, they were courteous, helpful and didn’t tire of our many requests and questions about the process. We had some great candidates, who were all very well prepared and interviewed well. The whole process was seamless from start to finish, thanks to Julia and the team.”
R.Steddy – The Executive Coaching Consultancy

Harris Corporate Recruitment Tel: 0330 383 0010 or 0161 904 0565



TESTIMONIALS

"Thank you Harris recruitment for helping us find our great nanny and for all the "behind the scenes" work that goes on in doing so. I found our conversations very helpful and you were very understanding of our situation. Thanks again and best wishes."

Mr & Mrs B, London

"I have used the Housekeeper Company on a number of occasions and still find them the most professional company around. They have always fully understood my needs, and have an excellent response time in finding suitable candidates. I don't go anywhere else now"

L H, Herts

"We have used the Carer Company to find help three times in the last 5 years. On all three occasions they provided incredibly sensitive and intelligent help, asking pertinent questions and understanding my specific needs extremely well. The Carer Company has consistently performed head & shoulders above other agencies in terms of communication, provision of clear details, CV's, photographs and references"

Z P, Wiltshire.

"With 3 teenagers, a busy household and working from home I finally realised that I really wasn't managing. Having used The Housekeeper Company previously, I contacted them to help me find a Housekeeper. Within days they found me my very own Mrs Doubtfire! Contacting The Housekeeper Company was the best decision I made."

J C, Cheshire

"Five of my friends and I have found employees who match our requirements exactly through The Housekeeper Company. I never hesitate when recommending the company. The service is impeccable."

Mrs B, Herts

"The most efficient and friendly agency we've dealt with! They understood and fulfilled the requirements of our household and our family's needs."

Mrs W, Cheshire"

F.A.Q's

How long do you think it will take to find someone suitable?

If we already have someone suitable registered with us, who has already been interviewed and reference checked, we would be able to send you their details straight away.

However, in the majority of cases (as we cover the whole of the UK) we would advertise your specific vacancy and then process any suitable applicants who may apply (this involves interviewing, reference and ID checking) and this can take around 1-2 weeks.

What level of care and personal care do your Companion / Carers provide?

The help we can provide is best defined as basic care not nursing. Whilst the Companion / Carer will be happy to help with some personal care including: showering/bathing, dressing and toileting, please bear in mind that as they are not medically trained they will not be able to do hoisting, manual handling, changing catheters, taking blood pressure etc.

We can help you identify if the level of care we can provide will be sufficient for your needs.

Do you have candidates "on your books" that you can send me straight away?

Whilst the days of agencies having applicants who are sitting waiting for a job no longer exist, we would always, as the first thing we do when we have a new vacancy is look through our current applicants to see if they are a good match.

How many hours and days could I expect a full time applicant to work and how many days off would I need to offer per week?

Most applicants classify full time as 5 days per week, usually Monday - Friday and would work up to a maximum of 10 hours per day (with breaks). In the current climate, it is unusual to find candidates who are willing to work more than 5 days per week, as they want 2 days off per week, usually consecutive days.

I am employing someone on a live in basis; do I need to make sure they have WiFi in their accommodation?

Yes, most applicants would expect to have access to WiFi.

Do you interview all of your applicants?

Yes, all our applicants are interviewed personally by us in a 45 minute interview and we also check their ID and do our own reference checks.

Do all childcare applicants have previous nanny experience?

Not necessarily, as some of the best childcarers may not have worked in a home setting before but may have previously worked in a nursery (especially those holding childcare qualifications), been a parent themselves or worked in another position where they looked after children.

How specific do I need to be on working hours and salary offered?

In our experience, applicants tend not to apply for jobs where the details are too vague and you would get a much better response if you identify what days, hours and salary you are looking to offer.

What are the differences between a Nanny/ Housekeeper (can also be known as a Mother's Help) and a Housekeeper/Nanny?

A Nanny/Housekeeper is usually someone who has childcare experience and is happy to do light housework and a Housekeeper/Nanny is really a child friendly Housekeeper and whilst they are happy to help with children, they are unlikely to have work related childcare experience. We can help you identify which would best suit your requirements.

Will I be able to do a trial with someone and do you offer a trial period?

As most of our applicants will be currently employed, it is usually possible for them to do a few hours or a 1 day trial.

I need my live in help to be able to drive; will I need to provide them with a car?

In our experience, the majority of live in applicants who drive don't have their own car, so you would need to have the option of them having a car they can use for work.

F.A.Q's

We're interested in taking on a Live In Companion / Housekeeper for my parents. What sort of accommodation would they need to provide?

You would need to provide as a minimum their own bedroom with TV & WiFi and use of their own bathroom.

Are you able to get a DBS Criminal Record Check done on your candidates?

Yes, we are able to help applicants get a DBS criminal record check done. There is a small charge to have it done of £52.40.

Will I need to provide my help with a contract of employment?

Yes, it is a legal requirement to provide all employees with a contract of employment. Once a placement has been agreed we will provide you with a draft contract that you can personalise.

I am looking for a job as a Housekeeper, what sort of experience would I need to have, to be able to apply for one of your positions?

You must have relevant experience in a similar role with work related references or referees we can contact to back this up.

At what stage would you invoice me?

We invoice once a job offer has been accepted, not on the actual start date. Our payment terms are 7 days from receipt of invoice.

I am worried about how difficult it will be for me to be the official employer, and be responsible for paying their tax & NI, providing payslips etc. as I have never employed anyone before, is it straightforward?

It's actually quite a straightforward process and if you need some assistance we are happy to recommend an excellent specialist payroll company who can offer professional help and advice available on being an employer and running a payroll system.

We live in a rural location and wondered if that will make it harder for us to find someone?

We place candidates in jobs all over the UK, and can assure you that your location is not a problem, as many of our domestic staff don't want to work in a big city and are quite happy to work out in the countryside.

If my Nanny / Housekeeper uses their own car for work, do I need to pay petrol expenses and if so what rate would you suggest?

We recommend that clients pay petrol expenses based on the AA recommended guidelines which are £0.45 per mile and you ask your Nanny/Housekeeper to provide you with a monthly mileage summary.

What happens if it doesn't work out with the person I have hired?

We offer a 12 week "like for like" replacement period which starts from the first day of employment, where we would endeavour to find you a replacement free of charge.

Please note: our replacement policy is only valid when our invoice has been settled within our terms of business (7 days from receipt of invoice).

What are your fees if you find someone for us?

Our fees for a permanent placement are 4 week's gross salary + VAT.

If I am providing self-contained or separate accommodation, should I also cover their utility bills and council tax as well?

It is usual for employers to pay for their staff's council tax and reasonable utility bills. Exceptions can include: telephone, Wi Fi, TV license & Satellite TV.

If I only need someone to work for me for 25 hours per week, will I still need to pay their tax & NI or can they just sort it out themselves?

Our candidates will expect to be employed not self-employed and for you to pay their tax & NI.

Julia's story.....



Julia Harris is one of the most trusted, respected names in childcare and domestic recruitment, with thousands of successful placements to her name. Julia knows exactly what a busy family requires from a domestic recruitment agency. All of this expertise is brought together in her company - Harris Recruitment.

A mother of two sons, Julia's yardstick for applicants is whether she would leave her own children with them. She only proceeds if the answer is yes. Julia founded her first business North West Childcare in 1999 (now trading as Harris Recruitment), following a career as a sales director in the luxury packaging industry, after looking for a nanny for her own children, unsatisfied with the standard of help available.

She went on to launch The Housekeeper Company, specialising in providing housekeepers to clients nationwide. Julia subsequently launched The Carer Company, specialising in placing carers in households. Harris Recruitment placing childcare offers clients nationwide the same high level of service that has always been associated with her other business.

In 2014 Julia founded The Childcare Recruitment Consultancy, using her experience in childcare to give specialist consultations to individuals and to deliver webinars and seminars to blue chip companies.

All of these successful divisions form a part of Harris Recruitment.

Julia passionately advocates families' rights to quality and flexible childcare. She advised Coronation Street on a storyline involving nannies; contributed to BBC Documentary "Streets of Slavery"; and her expertise on childcare and domestic help have featured in the national press.

Julia has advised government ministers on childcare strategy; spoke at a cross-parliamentary committee on domestic workers; and in 2014 advised the Home Office on skills shortages in the Care and Live in Sectors.

Later that year, Julia was asked to give evidence, as an overseas domestic workers expert, about the current plight of migrant overseas domestic workers at The Houses of Parliament in front of the Joint Committee on the Draft Modern Slavery Bill.

In 2015 Julia was very involved in collating evidence for the Independent Review of the Overseas Domestic Workers Visa commissioned by the Home Office and her recommendations have been included in the published report.

THE CHILDCARE RECRUITMENT COMPANY LTD, TRADING AS HARRIS RECRUITMENT, TERMS AND CONDITIONS

- All and any business undertaken by The Housekeeper Company, Harris Childcare Recruitment, The Carer Company & The Childcare Recruitment Consultancy, divisions of The Childcare Recruitment Company Ltd (hereafter known as 'the Agency') is transacted subject to these conditions each of which have been incorporated or implied in any agreement between the Agency and the employer (hereafter known as 'the Client'). No variations of these terms and conditions shall be binding unless expressly confirmed by the Agency in writing.
- Fees to the Agency are payable by the Client upon engagement (not the date of commencement) and are solely in consideration of the introductory service between Clients and Applicants and are in no way dependent on the applicant obtaining their visa renewal, new passport, DBS check, UK driving license, National Insurance number or any other documentation.
- Fees paid to the Agency are as per our Schedule of Fees and are non-negotiable.
- The Agency cannot be held responsible for any losses, costs, claims, damages or liabilities to the Client and/or the children of any Client or to the Client's property or to the Applicant arising from the introduction or engagement of Applicants through the Agency.
- The Agency's fee is applicable to one engagement and the fee for any applicant returning at a future date will be charged to the client at the usual rates. Should any engagement or re-engagement occur without notification to the Agency by the client, the full permanent will be charged to the client irrespective of the length of employment.
- Clients retaining the services of one of the Agency's applicants in any capacity will be charged for the period the applicant is retained, even if said applicant turns out to be unsuitable.
- If a client notifies the Agency that they are paying the applicant a certain amount per week, and the Agency bases their Agency Fee on that amount, and then it transpires that the client is paying the applicant a higher amount, the Agency is then entitled to charge the client an additional fee, for the discrepancy in the salary declared to the actual salary.
- All reasonable and due care is taken by the Agency to screen Applicants but no guarantees whatsoever are given by the Agency with respect to the Applicant's suitability or otherwise, save that the Agency will always check the visa status, qualifications of the applicant and their references to satisfy itself that the applicant is suitable, although the Agency cannot be responsible for the bona fides or accuracy of the said references.
- All information supplied by the Agency is confidential and must not be passed either directly or indirectly to any actual or potential Clients or applicants. If any information is transferred or passed on in breach of this condition, the Client in breach will be held responsible for the Agency fee on the same terms as if the Client had herself/himself engaged the applicant on a permanent basis.
- The engagement or use of the services directly or indirectly or referral by the Client of any Applicant whether permanent or temporary introduced to the Client by the Agency within one year of that introduction shall be deemed acceptance of and agreement to these terms and conditions by the Client.
- An introduction fee in accordance with the Schedule of Fees (printed in this leaflet) shall be payable to the Agency by the Client if:
 - The Client engages or uses the services of directly or indirectly any Applicant introduced to the Client by the Agency within one year of that introduction.
 - The Client refers for employment any Applicant introduced to the Client by the Agency to any person firm or corporation ('third party') resulting in an engagement for use of the services of directly or indirectly of that Applicant by the third party within one year of the introduction of the Applicant to the Client by the Agency.
- The appropriate introduction fees as per the schedule of fees (as appears in this leaflet) shall be paid by the Client to the Agency within 7 days of the date of issue of the invoice. Interest will be chargeable on all outstanding invoices at the rate of 5% above the prevailing base rate of Barclays Bank PLC from the due date to the date of actual settlement.
- In the event of the Client not paying the Agency fee, the Agency reserves the right to remove their applicant from that employment, without notice to the Client, but an appropriate temporary fee, commensurate with the length of time they were employed, will be due.
- If a permanent applicant does not remain in the Client's employment for 12 weeks, from the date of commencement, (as long as the Client has paid the Agency fee within 7 days from receipt of invoice), the Agency endeavours to do its best to find 1 "like for like" replacement for the Applicant, as per the requirements specified in their client registration form, at no additional charge to the Client, within a 4 week period, from date of notification.
- The Agency will not provide a free replacement if:
 - The client doesn't respond within a reasonable time period giving feedback to the Agency regarding any suitable replacement candidates put forward.
 - The applicant had been treated unreasonably by the Client, given the circumstances of the job they are being retained to do.
 - The Client or the Client's family have not been honest about the type or level of help required.
 - The Applicant is required to do duties that were not agreed at interview or contained in any contract between the Client and Applicant.
- The Agency fees are non-refundable.
- In the event that a placement is cancelled, after a start date or trial has been arranged, for whatever reason, the Client will be charged the sum of £200.00 + VAT in consideration of administration costs incurred by the Agency.
- If the client and applicant mutually agree to a placement that is less than 20 hours per week, then the Agency reserves the right to invoice the client for the placement based on the Agency's required minimum number of hours, which is 20 hours per week.
- If after agreeing to hire our candidate, where the Agency has already submitted their invoice and relevant paperwork, the Client changes their mind about employing the applicant, the Agency will cancel the original invoice and replace it with an Administration Invoice equivalent to 1 week's gross salary + VAT.
- The Agency reserves the right to charge a discretionary £100 administration fee to cover advertising costs.
- The Agency does not employ the Applicants. The Client is the employer of the Applicant and all PAYE and National Insurance contributions together with any other statutory rights that the Applicant is entitled to are the responsibility of the Client.
- The Agency accepts no liability whatsoever for the contents of any draft Contract it may provide the Client with to enable the Client to enter into a written contract with the Applicant. Any draft Contract is supplied as a guide and has not been drawn up by a lawyer with any specific circumstances in mind. The Agency recommends that the Client obtains its own legal advice in relation to any Contract it wishes to enter into with the Applicant.
- Where a fee is based on an 'agreed' salary and that salary is increased within the first nine months of the staff's period of employ then an additional fee based on the increased salary (with credit being given for any fee already paid) is due and payable to The Childcare Recruitment Company Ltd.
- The client is requested to pay the applicant for any trial they might ask the applicant to do and to reimburse them for any reasonable travelling expenses to the interview and/or for any trial, upon presentation of receipt.
- The Agency reserves the right to review and revise these terms and conditions by giving one week's notice to the Client.
- These terms and conditions are governed by the law of England, Scotland, Wales and Northern Ireland and are subject to the exclusive jurisdiction of the Courts of England, Scotland, Wales and Northern Ireland.
- All clients must have read the 'Schedule of Fees' and 'Terms and Conditions' and agree to be bound by them.

SCHEDULE OF FEES TO THE AGENCY

Permanent placement – 4 weeks gross salary

Maternity placements are £100 per 5 day week

All fees subject to VAT

Please note that we invoice clients upon acceptance of the applicant for the position, not on the start date.

CONTACT US

Tel:

0330 383 0010/ 0161 904 0565

Address:

12, Delahays Road Hale, Altrincham Cheshire WA15 8DY

Email:

enquiries@harrisrecruitment.co.uk
