ENGLISH-SPEAKING NANNY AND EARLY YEARS EDUCATOR

Offer reference	Esa2026/RE/ESAR
Place of assignment	Cotonou
Availability	Immediate
Pay and benefits	To be discussed based on profile

Context

ESA Recrutement et Intérim is recruiting, on behalf of a family, an **English-Speaking Nanny and Early Years Educator**. The child is growing up in a French-speaking environment. The nanny provides daily immersion in English and supports his development: language, independence, social skills and readiness for school. The nanny ensures the child's safety, well-being and progress, in line with the educational principles set by the parents.

Duties and responsibilities

1. **Care and safety**
   - Daily care of the child: waking up, meals, naps, bath time and bedtime, following the schedule set by the parents.
   - Constant supervision and safety, at home and outside.
   - Hygiene, health and medical appointments; medication given according to the parents' instructions.
   - Child's meals planned with the chef: balanced, varied, encouraging independence at the table.
2. **Education and early learning in English**
   - Speaking only English with the child, at all times.
   - Age-appropriate early learning programme: language and vocabulary, picture books, nursery rhymes, first steps in reading, writing and numbers.
   - Developing independence, good manners and daily routines.
   - Liaison with the school and follow-up of learning; homework support as the child grows.
3. **Activities**
   - School and extracurricular activities: organisation, drop-off and pick-up on time.
   - Weekly activity plan: motor skills, educational games, arts and crafts, music, sport, nature.
   - Organising and accompanying outings and playdates.
   - Limited and supervised screen time.
4. **Reporting to the parents**
   - Daily report: meals, sleep, mood, learning, incidents.
   - Weekly review of progress and of the following week's plan.
   - Strict adherence to the educational principles set by the parents.

5. Confidentiality

• Absolute confidentiality regarding the family's private life.

• No photographs of the child taken or shared without the parents' consent.

Education, Experience and Language

❑ **Education**

- Teaching or education qualification (nursery or primary teaching, early childhood education), obtained in an English-speaking country.
- First aid training required; if not yet completed, to be completed before starting.

❑ **Experience**

- At least 8 years' experience with young children, including at least 3 years as a teacher or educator in a nursery or primary school.
- Experience in an English-speaking, bilingual or international school strongly preferred.
- Experience as a nanny in a family is an advantage.
- Verifiable references from schools or families.

❑ **Language**

- Native English speaker.
- French not required; a non-French speaker is preferred.

Skills and Know-how

❑ **Educational skills**

- Early childhood teaching; early learning and language development.
- Designing age-appropriate educational activities.

❑ **Organisation**

- Planning of weekly activities and daily routines.
- Daily and weekly reporting to the parents.

❑ **Personal qualities**

- Kind, patient and firm.
- Energetic, reliable and punctual.
- Absolute discretion and loyalty.
- Well presented.

Is this profile yours?
SEND your application to the following address: job.bj@esarecrutement.com.or submit your application on https://www.esarecrutement.com/job/english-speaking-nanny-and-early-years-

educator

DOCUMENTS TO PROVIDE:

1) A cover letter in English addressed to the General Manager of ESA Recrutement & Intérim, stating the position;
2) A detailed CV in English;
3) Copies of qualifications and employment certificates and, where applicable, first aid certificate;
4) At least two references, including one from the most recent school, with contact details;
5) A criminal record certificate issued within the last 3 months, and an equivalent document from the country of residence for non-Beninese candidates.

Application deadline: November 28, 2026

Only shortlisted candidates will be contacted for the next stage of the process.