

Title: SCHOOL AGE PROGRAM ASSISTANT RPA 694630

Series, Grade, Vacancy Number: S-1702-01/02/03 100 FSS VA16 RPA 694630
Location: RAF Mildenhall
Wage: £6.70/£6.90/£7.08 (age 24 & below) Depending on qualifications and experience
£7.20/£7.42/£7.61 (age 25 & above) Depending on qualifications and experience
Hours: 20 hours per week
Duration: Permanent
Date Posted: 17 November 2016
Closing Date: 17 December 2016

Description: You will assist the School Age Program Coordinator and/or site coordinator in planning, coordinating and conducting/teaching educational and recreational activities based on stated goals and a curriculum provided by your supervisor for a group of youth enrolled in the Air Force School Age Program. This will include but is not limited to coordinating and organizing details of activities (e.g. volunteers, parents, and instructor participation, supplies, facilities, equipment, etc.).

Applicants must provide detailed work experience as it relates to the required competencies listed below, as this will be used to determine your qualification for this position.

1. Ability to complete required modules and training within specified time limits and demonstrate adequate proficiency and understanding of topics covered.
2. Ability to coordinate and arrange details of activities/events.
3. Ability to adequately control assigned youth; ensures their safety and well-being at all times. Creates and maintains a positive environment that meets the social, physical, emotional, and cognitive needs of the youth.
4. Skilled in providing youth instructions, guidance, and interactions which are effective, appropriate, and consistent with approved youth guidance techniques and applicable guidelines.
5. Ability to use and maintain facilities, supplies, and equipment efficiently and properly.
6. Ability to carry out oral and written instructions acceptably and within required time-frames.
7. Ability to prepare required reports properly and according to instructions.
8. Ability to properly detect and report signs of youth participant illness, abuse, or neglect.
9. Ability to interact with co-workers, parents/guardians, and the public, in a courteous and professional manner

QUALIFICATION REQUIREMENTS:

S-1702-01 (Entry Level): Applicants must be at least 18 years of age, and have the ability to speak, read and write English.

S-1702-02 (Intermediate Level): In addition to the above, to qualify at this level, applicants must have **6 months** experience working in a group program for youths, i.e. primary school, registered child minder, youth clubs **OR** Education: Completion of three Air Force School Age Program Assistant Modules; or Completion of a secondary vocational program in youth development, youth recreation, child development or related field, i.e. Preschool Playgroup Association (PPA) Course, Registered Child Minder courses, O Level/GCSE in Child Care, National Vocational Qualification (NVQ) 2 or 3 in Child Care.

S-1702-03 (Target Level): As S-1702-01, in addition applicant must have **6 months** experience equivalent to the S-1702-02 level (above) **OR** Education: Completion of all Air Force School Age Program Assistant Certification Modules (USAF); or a Business and Technology Education Council (BTEC) National Diploma in Health Studies, Caring Services (Social Care), Council for Awards in Children's Care & Education (CACHE)/National Nursery Examination Board (NNEB) Certificate in Child Care and Education, NVQ 2 in Childcare and Education.

OTHER SIGNIFICANT FACTORS:

1. Pre-employment physical is required for this position, and must have or get required immunizations, including annual influenza.
2. Schedule will include **DAYS, EVENINGS, WEEKENDS**. Day shift work will involve a split shift (before and after school) for work during the school term.
3. Position requires Defense Barring Service (CRB) clearance.

WHO CAN APPLY: Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK. Proof of identification in the form of a photo ID will be required, for example a Driving license or current passport. All successful applicants will require a security clearance. Please note Pre-appointment Security Clearance requirements may delay start date.

HOW TO APPLY: Interested candidates **must** complete a RAF Mildenhall, LNDH Employment Application obtainable from the Civilian Personnel Webpage: <http://www.mildenhall.af.mil/info/100th-force-support-squadron/civilian-personnel>

and following the instructions on the webpage, Current vacancies for non-US. **Applicants will need to submit necessary documents with the application form to demonstrate that they are able to work in the United Kingdom.** **Incomplete application packages will not be considered.** All applications, with relevant attachments and/or CV/Resume can be submitted via email to the email listed on the last page of the application form or mailed to 100 FSS/FSMC (LNDH), Unit 4702, RAF Mildenhall, Suffolk IP28 8NF.

Please ensure to include the Title, Series, Grade, Location, and Vacancy Number on the top of the application and in the subject line of any email correspondence.

EQUAL OPPORTUNITY EMPLOYER: There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union