



Several vacancies may be available - multiple selections may be made

Job Title:	Nursery Room Leader
Location:	RAF Alconbury
Vacancy Number:	0014351
Close Date:	Open Until Filled
Hours and Schedule:	37.5 hours per week: as Rostered (between 06.15 and 17.45)
Hourly Pay:	£14.08 - £18.94

Benefits:

- **Competitive Salary:** the starting salary for this position is £14.08 an hour
- **Holiday:** Annual Leave + 8 US Federal holidays
- **Paid Sick Leave**
- **Pension Scheme**
- **Free On-Site Parking**
- **Employee extras such as:** Life Assurance scheme, Employee Assistance Program, Specialized Training, Developmental Opportunities, Receive time off, cash, and honorary awards for significant contributions

Job Description

The primary purpose of this position is to provide appropriate, specialized developmental care and instruction for children in the Child Development Center (CDC). You will perform basic oversight and supervision for a designated classroom for ages 6 months through 5 years, and may be designated as the supervisor on duty, whenever the CDC Director is not physically in the facility. You will be responsible for designing, implementing and reviewing activity plans and will observe and evaluate each child's health and development, reporting on and maintaining records of observations. In addition, you will participate in special projects and prepare and implement specialized programs for children with special needs, (i.e., children with disciplinary problems, learning disabilities, or gifted children), providing technical guidance and leadership to junior employees assigned to assist with program activities.

Qualifications and Key skills

Must have a 4-year course above the high school in early childhood studies, OR two year specialized experience in early childhood demonstrating the Key skills listed below and either:

- CACHE/NEB diploma in Nursery
- BTECH National in childhood studies
- NVQ 3 in childcare
- Child Development Associate credential,
- Advanced NEB/CACHE in Childcare and Education

Key Skills

- Knowledge of Child Development regulations, procedures and processes, and of early child development theory, methodology, and practices relating to physical, cognitive, social, and emotional development.
- Knowledge of Child Development Center regulations, programs and operations, and the ability to develop creative and innovative activity and special program plans.
- Ability to promote and foster effective working relationships with others and to communicate effectively, both orally and in writing.
- Ability to ensure the safety and hygiene of children through constant supervision, effective arrangement of space, and proper management of equipment.

Conditions of employment

- You will be responsible for handling sensitive information in compliance with US and UK laws and must pass an enhanced DBS background check due to regular contact with children. This position may be considered mission essential.
- The role requires flexibility with the possibility of changing start and end times, overtime, and being assigned tasks outside of the job description.
- Your work schedule will be rostered for any 5 out of 7 days.
- Travel, both domestic and international, may be required for official duties or training.
- A probationary period of 6 months must be successfully completed.
- You must be at least 18 years of age, possess a high school diploma (or a UK equivalent), and have strong written and oral English communication skills.
- You are required to complete 24 hours of annual training, which includes certifications like CPR, First Aid, and food handling.
- The position requires passing a pre-employment physical, maintaining current immunizations, and the ability to perform physical tasks such as lifting up to 40 pounds.

NOTE: You will require a security clearance and a right to work in the UK

This position may have certain restrictions on US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

LNDH Application: <https://forms.osi.apps.mil/r/HiHn37upJw>

Supporting Documents to be submitted via email to 100fss.fsmc6@us.af.mil

