



US Visiting Forces

Local National Direct Hire (LNDH)

<b>Job Title:</b>	Nursery Room Leader	<b>PP-SRS-GRD:</b>	S-1702-5
<b>Location:</b>	RAF Alconbury	<b>Vacancy Number</b>	VA23 RPA 927286
<b>Open Date:</b>	5 January 2024	<b>Close Date</b>	Open Until Filled
<b>Work Hour Per Week</b>	37.50	<b>Salary (Per Hour)</b>	£11.57 -£15.56Ph. over 23 years £11.30-£15.20 Ph. under 23 years

**NOTE: Several vacancies may be available - multiple selections can be made from this announcement**

**Main Purpose**

We are currently seeking a highly skilled and motivated individual to join a premier team of Child Care Providers at the Child Development Center, Royal Air Force Alconbury, United Kingdom.

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

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

**Knowledge and Experience Required**

*Applicants must demonstrate the following:*

- Knowledge and experience of child development regulations, procedures, and processes.
- Knowledge of, and experience using, early child development theory, methodology, and practices relating to physical, cognitive, social, and emotional development.
- Knowledge of, or ability to become knowledgeable of, child development center regulations, programs and operations.
- Ability to develop creative and innovative activity and special program plans.
- Ability to promote and foster effective working relationships with other and 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.

### **Other Important Information**

- Hours of work: Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential.
- A 6 month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary training.

### **Other significant facts pertaining to this position are:**

Applicant must have a 4-year course above the high school, in early childhood studies

-OR One year of specialized experience in early childhood and either a CACHE/NNEB diploma in Nursery, Btec National in childhood studies, NVQ 3 in childcare or a Child Development Associate credential, advanced NNEB/CACHE in child care and education, or a teaching degree in early childcare, plus a minimum of 12 months experience working in a group program with young children.

Must obtain and maintain complete Pediatric First Aid, and rescue breathing (or CPR) within the first 6 months of employment.

Incumbent will be required to observe US holidays in lieu of UK holidays.

Pre-employment physical is required for this position, and will be required to have immunizations, including annual influenza.

Position requires Defense Barring Service (CRB) clearance.

Food handler's certificate will be required, training will be provided.

Must be at least 18 years of age.

### **Benefits**

- 25 days Annual Leave + 8 US Federal Holidays, Annual Leave year-to-year carryover in accordance with program policy
- Paid Sick Leave; year-to-year carryover in accordance with program policy.
- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free on-site parking
- Specialized Training provided throughout entire period of employment.
- Development opportunities available
- Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance
- Free access to on-site gym facilities

### **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.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
- Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

### **How To Apply**

Interested candidates must complete an application form obtainable from the Civilian Personnel Website;  
[https://www.mildenhall.af.mil/Portals/9/documents/civ\\_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410](https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410).

All applications must submit the following documents via email to [100fss.fsmc6@us.af.mil](mailto:100fss.fsmc6@us.af.mil) and received prior to the closing date to be considered for the position.

### **Required Documents**

- LNDH Application
- Curriculum Vitale and/or Resume

### **Optional Documents**

- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

### **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.

