



Several vacancies may be available - multiple selections may be made

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|----------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>          | Nursery Assistant (Developmental), S-1702-01/02/03                                                       |
| <b>Location:</b>           | RAF Lakenheath                                                                                           |
| <b>Vacancy Number:</b>     | 327073                                                                                                   |
| <b>Close Date:</b>         | 31 August 2026                                                                                           |
| <b>Hours and Schedule:</b> | 37.5 hours per week, As Rostered (any 5 days out of 7 days – various shift schedules between 6AM to 6PM) |
| <b>Hourly Pay:</b>         | £13.86 - £17.81                                                                                          |

**This is a developmental position. You will be provided with job progression and training for completion to reach the targeted grade of S-1702-03.**

#### **Benefits:**

- **Competitive Salary:** the starting salary for this position is £13.86 per hour
- **Holiday:** 25 Days 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**

We are looking for someone with knowledge and experience in helping prepare a variety of developmental and routine of educational and recreational activities for children. You will be responsible for assisting in the planning and coordinating of an effective child development program. Pay and grade will be dependent on your current education, skill and working experience. You will provide appropriate care and instruction for the Child Development Center, working within a team to provide a variety of developmental and/or routine tasks. You will assist higher-level employees in preparing and leading a variety of educational and recreational activities for children. You will help arrange room and play materials and conducts appropriate play and learning activities.

## Qualifications and Key skills

- S-1702-01: No nursery experience is required.
- S-1702-02: Applicants must have 6 months experience working in a group program for youth, i.e. primary school, registered child minder, youth clubs and have completed all three Air Force Child Development Program Assistant Modules.
- S-1702-03: Must have 18 months experience and completion of all Air Force Child Development Program Assistant Modules (USAF).  
OR
- 18 months experience in early Childcare and qualifications in a directly related field: i.e. 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 Childcare and Education, NVQ 3 in Childcare and Education.  
OR
- Bachelors in Childcare
  
- You must be at least 18 years of age, with a high school diploma
  
- 1. Have good organizational skills and works well with children of various ages.
- 2. Ability to carry out/provide clear instruction in a timely manner and provide relevant information received to the appropriate team members.
- 3. received to the appropriate team members.
- 4. Understand the importance of confidentiality in all matter ideally 6 months working experience in a group program for young children, including nursery school play group, registered child minder, preschool, kindergarten, or licensed family daycare is desired.

## Other Significant facts

1. You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations. This position may also be coded as mission essential.
2. You may be required to travel by military and/or civilian aircraft, and you may also be required to travel to the US or other country, in the performance of official duties or attend necessary training.
3. You will be required to complete a 6-month probationary period.
4. Work hours are flexible to meet mission needs and may include overtime. You may be assigned other duties appropriate for your grade and skill set
5. You must be able to communicate effectively both orally and in writing.
6. You will attend physical, social and educational developmental needs of children and must possess maturity and good judgment and like working with children/youth and their parents.
7. You will be required to obtain and maintain a physical, all required immunizations, and must successfully pass background investigation.
8. You must successfully complete the orientation training program, 24 hours of annual training, and retain current First Aid and CPR certification and obtain a Food Handler's Certificate.

**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](mailto:100fss.fsmc6@us.af.mil)