



VACANCY ANNOUNCEMENT NUMBER:		48 FSS VA18 RPA OCA			
OPENING DATE:	14 April 2019		CLOSING DATE:	OPEN CONTINUOUS	
POSITION TITLE:	NURSERY ASSISTANT - UNQUALIFIED		PAY:	£7.70/£7.93/£8.13 (24 years and under) £8.21/£8.46/£8.67 (25 years and older)	
PAY PLAN:	S-1702-01/02/03 (Developmental)		CATEGORY	Full Time 37.50 hours	
LOCATION/ACTIVITY:	RAF Lakenheath				
BENEFITS:	Benefits include paid annual and sick leave and opportunity to join Group Stakeholder Pension Scheme. For additional information contact the LNDH team on 01638 544955				
DESCRIPTION:	<p>We are actively seeking an applicant to provide appropriate development care and instruction for Child Development Center. You would work within a team to provide a variety of developmental and/or routine tasks and assist higher-level employees in preparing and leading a variety of educational and recreational activities for children. Help arrange room and play materials and conducts appropriate play and learning activities. Attend to physical, social and educational developmental needs of children.</p>				
GENERAL EXPERIENCE:	<ol style="list-style-type: none"> 1. Requires good organization skills. 2. Works well with children of various ages. 3. The ability to carry out/provide clear instruction in a timely manner. 4. Provides relevant information received to the appropriate team members. 5. Understands the importance or confidentiality in all matters. 				
OTHER SIGNIFICANT FACTS:	<ol style="list-style-type: none"> 1. The position is Developmental with potential for a promotion to the S-03 Level upon satisfactory completion of required training and experience 2. A pre-employment physical and Immunizations are required. 3. A Criminal Records Bureau Check is required. 4. Will be required to observe US Federal Holidays in lieu of UK Public Holidays 5. Must be at least 18 years of age, and have ability to speak, read and write English. 6. This is not an actual vacancy. Applications are accepted on a continuous basis to enable us to quickly fill vacancies as they occur. Application forms of those who qualify are held on file for 90 days, after which time you will need to reapply.- 				
MEDICAL/SECURITY REQUIREMENTS:					
<input checked="" type="checkbox"/>	Security clearance	<input checked="" type="checkbox"/>	Immunizations	<input checked="" type="checkbox"/>	Pre-employment medical
<input checked="" type="checkbox"/>	FOOD HANDLERS		<input checked="" type="checkbox"/>	Defence Barring Service (DBS) certificate	
HOURS OF DUTY:					
May be required to work other than normal duty hours and tours of duty such as rotating shifts, overtime, and weekends.					
WHO CAN APPLY:					
<p>Citizens of the U.K., 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.</p> <p><u>Applicants will need to submit necessary documents with the application form to demonstrate that they are eligible to work in the United Kingdom.</u></p> <p>This position may have certain restrictions to US citizens due to the SOFA agreement. For additional information contact the LNDH team on 01638 544955</p> <p><u>How to apply:</u></p> <p>Interested candidates must complete an application form obtainable from the Civilian Personnel Webpage: www.mildenhall.af.mil/info/civilian-personnel. All applications, with relevant attachments and/or CV/Resume must be submitted via email: 100FSS.FSMC6@US.AF.MIL</p> <p>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.</p>					
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.			

