



VACANCY ANNOUNCEMENT NUMBER:		100 FSS VA19 RPA 481800N mil											
OPENING DATE:	Continuous Vacancy	CLOSING DATE:	Open Until Filled										
POSITION TITLE:	Preschool Child Care Assistant	PAY:	£8.40-£8.89 (24 years and under) £8.96-£9.23 (25 years and older)										
PAY PLAN:	S-1702-01/02/03 (Developmental)	CATEGORY	30 hours per week										
LOCATION/ACTIVITY:	RAF MILDENHALL												
BENEFITS:	<b>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</b>												
DESCRIPTION:	<p><b>This is a developmental position. You will be provided job progression training for completion of all Air Force Child Development Program Assistant Modules to reach the targeted grade of S-1702-03.</b></p> <p>We are actively seeking an applicant to provide appropriate development care and instruction for the Child Development Center. You will 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 conduct appropriate play and learning activities. You will attend to the physical, social and educational developmental needs of children.</p>												
GENERAL EXPERIENCE:	<ol style="list-style-type: none"> <li>1. Requires good organization skills.</li> <li>2. Works well with children of various ages.</li> <li>3. The ability to carry out/provide clear instruction in a timely manner.</li> <li>4. Provides relevant information received to the appropriate team members.</li> <li>5. Understands the importance or confidentiality in all matters.</li> </ol>												
OTHER SIGNIFICANT FACTS:	<ol style="list-style-type: none"> <li>1. A pre-employment physical and Immunizations are required.</li> <li>2. A Criminal Records Bureau Check is required.</li> <li>3. Will be required to observe US Federal Holidays in lieu of UK Public Holidays</li> <li>4. Must be at least 18 years of age, and have ability to speak, read and write English.</li> <li>5. Relevant clothing will need to be worn as necessary.</li> </ol>												
MEDICAL/SECURITY REQUIREMENTS:	<table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Security clearance</td> <td><input checked="" type="checkbox"/></td> <td>Immunizations</td> <td><input checked="" type="checkbox"/></td> <td>Pre-employment medical</td> <td><input type="checkbox"/></td> <td>FOOD HANDLERS</td> <td><input checked="" type="checkbox"/></td> <td>Defence Barring Service (DBS ) certificate</td> </tr> </table>			<input checked="" type="checkbox"/>	Security clearance	<input checked="" type="checkbox"/>	Immunizations	<input checked="" type="checkbox"/>	Pre-employment medical	<input type="checkbox"/>	FOOD HANDLERS	<input checked="" type="checkbox"/>	Defence Barring Service (DBS ) certificate
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EDUCATION/TRAINING:	Education or equivalent combination of education and experience may be substituted for all required experience.												
HOURS OF DUTY:	May be required to work other than normal duty hours and tours of duty such as rotating shifts, overtime, and weekends. You could be asked to work any hours between 0600 – 18.00.												
HOW TO APPLY:	<p>Interested candidates <b>must</b> complete an application form obtainable from the Civilian Personnel Webpage: <a href="http://www.mildenhall.af.mil/info/civilian-personnel/">www.mildenhall.af.mil/info/civilian-personnel/</a> All applications, with relevant attachments and/or CV/Resume must be submitted via email: <a href="mailto:100FSS.FSMC6@US.AF.MIL">100FSS.FSMC6@US.AF.MIL</a></p> <p><b><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></b></p> <p><b>This position may have certain restrictions to US citizens due to the SOFA agreement. For additional information contact the LNDH team on 01638 544955</b></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.												