

Dear Applicant,

The Advertised Post – Preschool Room Leader
Permanent – Grade: 6 Point: 15-20 £30,024 - £32,597 per annum (PRO RATA)

A wonderful opportunity has arisen for an outstanding professional to join our Preschool team.

Nestled in the heart of Cheltenham, Dunalley Primary is a nurturing, community-focused school and nursery with a passion for our beautiful outdoor spaces and wider environmental issues.

Always seeking to innovate and improve our practices, this is an exciting time to join Dunalley as we look to develop and enhance our nursery and pre-school setting.

As a successful early year's room leader, the successful candidate will play a key role supporting the healthy growth and development of our children.

We welcome applications from candidates who:

- Have experience working in a nursery/preschool setting and can evidence this
- Set high expectations which inspire, motivate and challenge every child.
- Make use of observation and assessment to meet the individual needs of every child.
- Plan provision taking account of the individual needs of every child
- Fulfil wider professional responsibilities by promoting positive partnership working to support the child.
- Lead practice and foster a culture of continuous improvement.

Central to our values is our motto of 'Learning and Achieving Together' which encompasses and includes all members of our school and nursery and pre-school community, including teaching and support staff. At Dunalley, we can offer:

- Thoughtful and passionate learners
- An enthusiastic, energetic and supportive team in which staff wellbeing is highly valued
- High quality CPD
- Opportunities to share innovative ideas and develop as a professional

This Room Leader position would start as soon as possible.

There would be an opportunity to visit the nursery and pre-school for a tour where social distancing will apply. This will take place by appointment, please email applications@dunalley.gloucs.sch.uk with your name and a phone number and a member of staff will contact you if you have any queries about the application and interview process or would like to participate in the tour of the school.

Application Procedure – please read carefully

The Application Form is available on the school website and should be completed as soon as possible.

Please take care to follow the instructions on the form carefully. Please do not send a CV as we do not accept applications by this method.

Your application should include the names and addresses of two referees, one of whom should be your current or most recent employer. If you are not currently working with children but have done so in the past, you should provide details so that we are able to obtain an additional reference from the employer by whom you were most recently employed in working with children. It will be necessary to contact referees by phone or email, so please ensure you give telephone numbers and email addresses.

Referees will be asked about any disciplinary offences relating to children (including any in which the penalty is 'time expired'), whether there have been any child protection concerns and the outcome of any enquiry or disciplinary procedure.

The completed application form should be returned by **noon on Monday 23rd March 2026** by email to applications@dunalley.gloucs.sch.uk

Short-listed candidates will be invited for an interview provisionally on **Wednesday 25th March 2026**.

Safeguarding

Our school has a commitment to safeguarding and promoting the welfare of children. We regularly review our policies on Child Protection and on Security, our child protection and safeguarding policy is available [here](#). Applicants for all posts should include a declaration of any criminal conviction in their application, please review our policy on employment of ex-offenders [here](#).

Shortlisted candidates will be required to complete a self-declaration about any criminal records and share any information that may make them unsuitable for employment.

Successful candidates will undertake a full criminal record check via the DBS process.

About our School and Nursery

Dunalley Primary (Community) School and Nursery and pre-school is set in a beautiful part of Cheltenham town and serves a wide, mainly local community.

Dunalley is a great place to come to for our pupils, their families and is a positive environment for our staff.

We have a loyal and dedicated team of teaching and support staff and offer varied professional development opportunities to all staff. Staff welfare is important to us, and we have high staff retention.

The children and staff have fantastic attitudes towards learning and believe that if they work hard they will succeed. We are solution focussed and encourage our whole school community to have a positive attitude towards life.

We strive to be the best we can be in all we do. In nurturing our whole school and nursery community and in creating opportunities for all to improve, including pupils, staff and parents alike, we aim to develop resilient, bold, creative and passionate learners. We are proud of the education that we offer our children and the high standards that we maintain. We constantly strive to make our school a happy place where children's achievements are recognised and rewarded at every level. Our emphasis is on praise and encouragement to increase the children's self-esteem and confidence.

We embrace diversity. Our ethos is built around the strong core values of community, respect, tolerance, democracy, valuing each other and being happy in what we do.

Our school buildings are modern and well-resourced. In addition to the classrooms and practical areas, outside we have a large playground, a field, two adventure playgrounds, and a separate Foundation Stage play area, two Forest School areas and a Wildlife Area with pond.

There is a Parent Teacher Association, which helps the school with many fund-raising and social activities.

For further information please refer to our Recruitment Pack.

We look forward to reading your application

Thank you for your interest in this post.

Yours sincerely,

A handwritten signature in black ink that reads "Mrs A Godfrey". The signature is written in a cursive, flowing style.

Mrs A Godfrey
Head Teacher