



Dear Applicant,

The Advertised Post – Early Years Practitioner

Grade 5 Point 11 -14 (£28,142 to £29,540 per annum pro rata)

Various hours available 5 days per week. *Further information upon request*

This is a permanent position

Thank you for your interest in a position at our School

We are looking for a caring, enthusiastic Level 3 Early Years Practitioner to join our experienced pre-school team.

Our pre-school is part of a school community that believes in learning and achieving together. We empower all children to embrace learning, achieve their personal best, and develop strong emotional, social, and physical wellbeing. This role would be particularly desirable for candidates who would like to enjoy the benefits of term-time only working, supporting a positive work-life balance.

As a valued member of our close-knit team, you will:

- Support children's learning through play, exploration, and meaningful experiences
- Help create a safe, nurturing, and engaging environment where children feel ready to learn and develop
- Celebrate each child as an individual, valuing diversity and inclusion
- Build warm, respectful relationships with children, families, and colleagues
- Support children to develop confidence, resilience, and independence
- Encourage children to persevere, grow, and learn together

We are looking for a colleague who will:

- Hold a Level 3 Early Years qualification
- Be kind, patient, and enthusiastic about early childhood education
- Share our commitment to helping children feel safe, respected, and included
- Enjoy working as part of a supportive team
- Be committed to continuous learning and professional development

We offer:

- A vibrant preschool setting within a supportive school community
- Access to high-quality professional learning opportunities
- A friendly, close-knit team who value collaboration
- A positive working environment where staff wellbeing matters
- The opportunity to help equip children with the skills, attitudes, and confidence they need to thrive
- The added benefit of term-time only working, supporting a healthy work-life balance

We warmly welcome visits to the setting and would be delighted to show you around our preschool and answer any questions you may have. Please contact applications@dunalley.gloucs.sch.uk to arrange a visit.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be required to undertake an enhanced DBS check, provide suitable references, and complete safeguarding training.

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.

Completed application forms should be emailed to: applications@dunalley.gloucs.sch.uk

Closing Date – Noon on Monday 23rd February 2026

Interview Date – Friday 27th February 2026 – *Full details including confirmation of date & time of interview will be confirmed following shortlisting.*

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

Dunalley Primary (Community) 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 school 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 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 both during lesson times and through our Outdoor Play and Learning (OPAL) initiative. 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, two fields, two adventure playgrounds, and a separate Foundation Stage play area, a Forest School area and a Wildlife Area with pond.

For further information please refer to our Recruitment Pack available on our website.

We look forward to reading your application

Thank you for your interest in this post.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Alison Godfrey'.

Mrs Alison

Godfrey
Headteacher