

Dear Applicant,

**The Advertised Post – Child and Family Worker**  
**MATERNITY COVER**  
**Grade 5 Point 11-14**

**35 Hours per week term time only**

We are looking for an outstanding practitioner to join our fantastic team at Dunalley to cover maternity leave.

Nestled in the heart of Cheltenham, Dunalley Primary School is a nurturing, community-focused school 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 continue to develop and embed our vision for inclusion and wellbeing of children and families.

We welcome applications from candidates who:

- will act as a Deputy Designated Safeguarding Lead and take a leading role in liaising with services for the good of children
- will establish, build and maintain constructive and productive relationships with families
- act as a point of contact for families in need of support and provide or secure it by liaising with outside agencies and making referrals where necessary
- engage with the families of identified children to develop a robust understanding of their needs and enhance partnership and collaboration.
- enhance the mental health and social and emotional wellbeing of identified children by providing personalised support and intervention.

Central to our values is our motto of ‘Learning and Achieving Together’, which encompasses and includes all members of our school community, including staff members. At Dunalley, we can offer:

- thoughtful and passionate learners
- an enthusiastic, energetic and supportive team in which staff wellbeing is highly valued
- high quality professional learning opportunities
- membership to The National College for Teaching and Leadership
- opportunities to share innovative ideas and develop as a professional

This Child and Family Support Worker MATERNITY role would begin in September 2026

There will be an opportunity to visit the school for a tour, please email [applications@dunalley.gloucs.sch.uk](mailto:applications@dunalley.gloucs.sch.uk) to make an appointment.

## Application Procedure – please read carefully

The Application Form is available on our 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](mailto:applications@dunalley.gloucs.sch.uk)

**Applications must be submitted by noon on Friday 1<sup>st</sup> June.**

**Interviews will take place on Monday 8<sup>th</sup> June.**

## 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 are proud of the varied professional development opportunities we offer 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. 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, a Forest School area and a Wildlife Area with pond.

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

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

We look forward to reading your application.

Thank you for your interest in this post.

Yours truly,

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

Alison Godfrey  
Headteacher