



Dawn House School



August 2020

Dear Candidate

Catering Manager

Salary £20,264 - £21,289 Full Time Equivalent. This post is Term Time only, part time 30 hours per week.

Dawn House School

Helmsley Road, Rainworth, Nottinghamshire NG21 0DQ

Thank you for your interest in the above post, please find enclosed:

- Information about Dawn House School and I CAN
- Job Description and Person Specification
- Job Terms & Conditions
- Application form & Equal Opportunities Form

To apply please send the completed application form back to

k.lindley@dawnhouse-ican.notts.sch.uk by 9am on 24/08/20.

Interviews will be held week commencing 24/08/20.

Thank you for your interest and we look forward to hearing from you.

Yours faithfully

Julie Huddleston
School Business Manager

Dawn House School



I CAN's Dawn House School in Rainworth near Mansfield,

Nottinghamshire is a day and residential non-maintained school which provides intensive and specialist support for children and young people aged 5 -19 years who have severe speech, language and communication needs (SLCN) and Asperger's Syndrome. The 80 pupils receive the integrated therapy, education and care that they need to learn and develop independence.

Dawn House School received an 'Outstanding' rating from Ofsted in February 2018. They receive full access to the national curriculum (pre 16) and an enriched curriculum that supports the transition to adulthood (post 16).

For more information about I CAN and Dawn House School please visit www.dawnhouseschool.org.uk or www.ican.org.uk

I CAN is the children's communication charity.

We are experts in helping children develop the speech, language and communication skills they need to thrive in a 21st century world.

Our vision is a world where all children have the communication skills they need to fulfil their potential.

Our mission is that no child should be left out or left behind because of a difficulty speaking or understanding.

I CAN supports children from 0-19 through our *Talk* programmes and specialist schools, and through resources and information for parents, families and people who work with children and young people. We work in nurseries and schools across the UK with our evidence-based programmes and run two special schools for children with the most severe and complex needs. We share our expertise and knowledge to increase awareness of communication difficulties and inform policy making.

I CAN's evidence-based programmes and training aim to provide practical help and support at every age and stage of a child's and young person's life. We work directly with the people who educate, care for, support and advise children and families. All our approaches are based on the best evidence available to ensure that children receive help that will get results. Our programmes are designed to help schools to meet Ofsted's focus on developing and using pupils' communication skills and to support settings and schools to narrow the gap between the lowest and highest attainment. Many of I CAN's programmes and training use a cascade model. We have a network of expert Licensees across the UK, able to respond to local needs quickly and flexibly.

For more information about I CAN, its work and values go to www.ican.org.uk or www.talkingpoint.org.uk

Job description

Job title: Catering Manager 30 hours per week

Grade: £20,264 to £21,289

Establishment: Dawn House School

Responsible to: School Business Manager

Responsible for supervision of: School Cook and catering assistants.

Job purpose

To be responsible for the supervision of the kitchen, including hygiene, training of staff, management of HACCP, completion of all paperwork and all day to day operations of the unit.

Key Responsibilities

- Effective management of the catering service, including all administrative work e.g. placing orders, stock control, monitoring of food budgets and compiling any necessary rotas to ensure the smooth running of the kitchen.
- Developing a positive relationship with the Principal and SBM in order to ensure the needs of the school are met.
- Attending meetings as required.
- Assisting with the recruitment and selection of staff as required.
- Supervision of the unit, including ensuring regulations are met i.e. hygiene, health and safety, staff training (including mandatory training). Ensure the service operates in compliance with all statutory legislation and corporate requirements.
- Assisting with any extra catering required by the school (other than the school meal).

Key Accountabilities

- To be responsible for the preparation and cooking of the school meal (with assistance from the kitchen staff), in line with nutritional guidelines requirements and budget parameters.
- To be responsible for the thorough cleaning of the school kitchen and dining area.
- To be responsible for the marketing and promotion of the school meal.
- To ensure compliance with DBS requirements and safer working practices for the onsite catering team.
- This job description indicates the main areas of activity for this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility.

Person Specification

Education and Knowledge

- Basic Food Hygiene certificate x Intermediate Food Hygiene certificate
- City & Guilds 706/1, 706/2 or appropriate NVQ
- Numerate
- Literate
- Knowledge of hygiene regulations, management of health & safety and nutritional food standards.
- Full driving license.

Experience

- Proven ability in the supervision of staff, including staff training.
- Minimum of 1 year's schools catering experience.
- Experience of preparing special diets.
- Experience in administration and budgeting, including stock control and ordering.
- Ability to communicate effectively at all levels both orally and in writing.
- Willingness to undertake training.
- Conducting annual appraisals and reviews of staff performance
- Friendly and helpful disposition.
- Ability to stay calm under pressure.
- Ability to lead and motivate staff.
- Good cooking skills.
- A high level of personal cleanliness.
- Strong commitment to the job.
- Willingness to handle money.
- Flexible approach with a willingness to work outside normal hours when required.
- Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.

Summary of Terms and Conditions of Employment

Job Title:	Catering Manager
Start Date:	1 September 2020
Location:	Dawn House School, Helmsley Road, Rainworth
Salary:	£20,264 - £21,289 Full Time Equivalent. This post is Term Time only, 30 hours per week.
Hours:	30 hours per week, Term Time only

Leave:	School Closure Periods
Probation:	There is a 6 month probationary period for this post
Pension:	I CAN Pension
Childcare Voucher Scheme:	I CAN operates a childcare voucher scheme for staff which allows them to save on childcare costs.
Employee Assistance Scheme	I CAN operates an EAP which enables staff and their immediate families to access free, confidential independent support, 24 hrs/365 days a year on a wide range of work/personal issues e.g. stress, bereavement, financial issues etc.



Application Form for Employment

Please return to: Dawn House School, Helmsley Road, Rainworth, Nottinghamshire NG21 0DQ

Email: k.lindley@dawnhouse-ican.notts.sch.uk **Tel:** 01623795361

Please complete this form in full supplemented by additional sheets if necessary. **CVs WILL NOT BE ACCEPTED.**
All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

Position applied for:	
Where did you see this job advertised?	

Personal Details

Title	
Full Name	
Preferred Name	
Address:	
Email Address	
Contact Phone Number	
Home Telephone Number	

Employment Details

Name of current/ last employer	
Job Title	
Start Date	
End Date (write current if still employed)	
Notice period	
Current salary	
Reason for leaving	
Description of job and key responsibilities	

Previous Employment

Start Date	End Date	Job Title	Employer	Reason for Leaving

Education, Qualifications and Training

Date Gained	Name of School/College/University	Subjects	Qualification and Grade

Professional Membership/Registration

Issuing Body	Registration Number	Expiry Date

Suitability

Please assess yourself against the requirement of the Person Specification, giving examples of how you meet the defined criteria. Ensure you are concise and to the point. You may continue on additional sheets if necessary.

Date	Time	Location	Weather	Temperature	Humidity	Wind Speed	Wind Direction	Notes
2023-10-27	08:00	Campsite	Clear	15°C	65%	10 km/h	SE	Morning routine
2023-10-27	12:00	Campsite	Clear	22°C	70%	12 km/h	SE	Lunch break
2023-10-27	16:00	Campsite	Clear	18°C	68%	11 km/h	SE	Evening routine
2023-10-28	06:00	Campsite	Clear	12°C	60%	8 km/h	SE	Early start
2023-10-28	10:00	Campsite	Clear	20°C	72%	13 km/h	SE	Morning hike
2023-10-28	14:00	Campsite	Clear	25°C	75%	14 km/h	SE	Afternoon hike
2023-10-28	18:00	Campsite	Clear	20°C	70%	12 km/h	SE	Evening routine
2023-10-29	07:00	Campsite	Clear	14°C	62%	9 km/h	SE	Morning routine
2023-10-29	11:00	Campsite	Clear	21°C	73%	13 km/h	SE	Morning hike
2023-10-29	15:00	Campsite	Clear	26°C	76%	14 km/h	SE	Afternoon hike
2023-10-29	19:00	Campsite	Clear	21°C	71%	12 km/h	SE	Evening routine
2023-10-30	08:00	Campsite	Clear	16°C	64%	10 km/h	SE	Morning routine
2023-10-30	12:00	Campsite	Clear	23°C	74%	13 km/h	SE	Lunch break
2023-10-30	16:00	Campsite	Clear	19°C	69%	11 km/h	SE	Evening routine
2023-10-31	06:00	Campsite	Clear	13°C	61%	8 km/h	SE	Early start
2023-10								

Referees

Please give the names and addresses of two referees, one of whom should be your current or most recent employer. If you are applying for a post involving direct contact with children, at least one referee must be able to comment on your child contact experience. Your consent for I CAN to contact your referees is given by signature of this form. **We will request references for shortlisted candidates before interview.**

Referees

Please give the names and addresses of two referees, one of whom should be your current or most recent employer. If you are applying for a post involving direct contact with children, at least one referee must be able to comment on your child contact experience. Your consent for I CAN to contact your referees is given by signature of this form. **We will request references for shortlisted candidates before interview.**

Name	
Organisation	
Address	
Email Address	
Contact Telephone Number	
Capacity known to you	
Name	
Organisation	
Address	
Email Address	
Contact Telephone Number	
Capacity known to you	

Additional Information

Please give below any further information that is relevant to your application, e.g.: your application is for a job share; periods of time when you would be unavailable for interview; any special requirements should you be invited for interview.

Additional Information

Please give below any further information that is relevant to your application, e.g.: your application is for a job share; periods of time when you would be unavailable for interview; any special requirements should you be invited for interview.

Relationship

Are you related to or acquainted with any of the Trustees, staff or pupils of I CAN? If so, please give details.

Further Information

Please put a 'X' next to your chosen answer.

Do you have the right to work in the UK?	Yes	No
Do you require a certificate of sponsorship or work permit to work in the UK?	Yes	No
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)*? If 'yes' please give details in a separate envelope. You are required to give details of a 'spent conviction' as provided by the Rehabilitation of Offenders Act 1974 as the post is one that involves direct contact with children where we need to know about all convictions. *For further guidance on protected conviction and cautions, please visit: http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance	Yes	No
Are you included on List 99 or the Protection of Children Act List?	Yes	No
Do you need any special arrangements if you are invited to school for an interview? If 'yes', please mention it here:	Yes	No

Declaration

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

Sign:

Date:

To visit our jobs page go to: <https://ican.org.uk/working-with-us/>

To know our data protection policy please visit: <https://ican.org.uk/privacy-policy/>