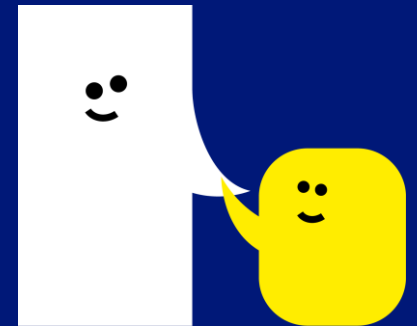


Residential Cook



Recruitment Pack
October 2024



About Dawn House



A Speech and
Language UK school

"Dawn House has been amazing – we've got our little boy back! He's made lots of friends, and he's understanding so much more."

Dawn House is set in a beautiful location with acres of well-maintained grounds. We pride ourselves as delivering outstanding, high quality integrated education, therapy, and care. You will work collaboratively as part of strong and supportive multi-disciplinary team of teachers, therapists, teaching assistants and residential care officers, with class groups, smaller groups and with individual children. To succeed we need people like you, who share our dedication and passion to contribute towards the successful futures of our young people.

Dawn House School is a non-maintained day and residential school for pupils aged between 5 – 19 years, who have severe and complex speech, language and communication challenges with associated learning and/or behavioural differences. The School retained its 'Outstanding' rating from Ofsted in June 2023. The 99 pupils at Dawn House, a Speech and Language UK School receive the integrated therapy, education and care that they need to learn and develop independence. They receive full access to the national curriculum (pre 16) and an enriched curriculum that supports the transition to adulthood (post 16).



A Speech and
Language UK school

About Speech and Language UK



At Speech and Language UK, we want every child to face the future with confidence. For 1.9 million children in the UK, learning to talk and understand words feel like an impossible hurdle. Without the right help, this can destroy their world. They feel disconnected from their family. Unable to make friends. Unfairly punished for not following instructions they don't understand. What does the future hold for them?

We must reach children earlier, to make sure every child has the skills to face the future. We design innovative tools and training for thousands of nursery staff and teachers. We give families the confidence and skills to help their child. And we put pressure on politicians to prioritise support for children. Too many children are left waiting to be understood. Help us bring speech and language skills into the spotlight so they can all flourish.

For more information about Speech and Language UK, our work and values go to our website <https://speechandlanguage.org.uk/> or follow-us @SpeechAndLangUK.

To find out more about Dawn House School and Speech & Language UK please visit www.dawnhouseschool.org.uk and [Speech and Language UK: Changing young lives](https://speechandlanguage.org.uk/)



Principal's Welcome

Our vision is to be an outstanding school providing a collaborative, child centred and innovative experience that enables our children to achieve ambitious goals and have endless opportunities. Communication is a fundamental life skill and good communication is key to ensuring children get the best start in life. Supporting speech and language development is at the heart of everything we do at Dawn House School. We give a voice to those that do not always have the words.

We are committed to integrating outstanding education and in-house therapy for all pupils in a highly specialist environment where their speech, language and communication needs do not prevent them from learning. We work hard to ensure that children receive an appropriate curriculum, are happy and engaged, and partake in a range of experiences. All of which is made possible by our hardworking and dedicated staff who work in partnership with parents to meet our children's holistic needs.

Our 'entry to exit' curriculum ensures that throughout their school career, children are preparing for life beyond our school gates and are supported to develop strategies that help them to overcome the barriers to their learning. We ensure that each of our pupils emerge as self-confident, independent individuals, able to manage their own learning and behaviour and equipped with the competencies, skills and strategies to take the next steps into further or higher education and the world of work.

Our students are impressive young people and we are extremely proud of their achievements and of our school. We are always happy to welcome visitors and to share our good practice.

Jenny McConnell
Principal



What we offer

Dawn House, a Speech and Language UK School is a fantastic place to work, with benefits including;

- Salaries regularly benchmarked against market rates
- Employee assistance programme providing a confidential helpline
- Supportive and paid sick leave, if needed
- Free optional flu jab in the Winter
- Contributory pension scheme
- Life assurance cover
- Enhanced maternity and paternity leave
- Free eye test
- Interest-free annual season ticket loan and bike loan
- Access to hundreds of exclusive perks, discounts and wellness resources through Perkbox
- Use of the swimming pool
- A comprehensive induction programme and opportunities to shadow therapists and other staff to gain a good understanding of different roles in school
- Continued professional development and training opportunities, and regular professional support
- Staff tea and toast breakfast catch-ups
- Good attendance perks, long service and employee of the month awards
- A friendly, passionate and enthusiastic team dedicated to getting the best outcomes for our young people





Job Description

- Job title:** Residential Cook (maternity cover)
December 2024 – January 2026
- Salary:** Actual salary £7,067.77 - £7,357.50
Based on FTE £23,784 - £24,759
Pay spine point 5-7
- Responsible to:** Karen Lindley, Finance and School
Business Manager
- Start Date:** December 2024
- Location:** Dawn House, Helmsley Road,
Rainworth, Nottinghamshire, NG21
0DQ
- Hours:** 12 hours per week
Working Monday - Thursday 3.30pm
– 6.30pm
- Working Weeks:** Term time only



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Job Description

JOB TITLE:	Cook/Chef for our Residential provision, Dawn House School
RESPONSIBLE TO:	Catering Manager (day to day activities liaise with School Business Manager and Residential Manager)
LIAISON WITH:	Catering Manager, Residential team

JOB SUMMARY

To provide varied meals for the children and staff at Dawn House School who are participating in extended day activities and overnight stays, as instructed to time, budget and quality requirements. The Role is 3 evenings per week 3.30pm-6.30pm, either Monday Tuesday Wednesday, or Tuesday Wednesday Thursday to suit school arrangements, Working pattern would be advised one month in advance.

PRINCIPLE DUTIES AND RESPONSIBILITIES

Catering and Kitchen Duties

1. To comply with menus that the Catering Manager and Residential Manger have developed.
2. Prepare meals for Dinner/Tea
3. To cook set meals that meet the dietary requirements of pupils, following recipes.
4. Organising the serving of the meals in the residential dining room, from a hot trolley.
5. Ensure that the kitchen equipment and utensils are properly cleaned and maintained. Cleaning of kitchen, dining room and food preparation areas, keeping store areas and fridge /freezers clean and tidy.
6. Ensure that essential Health and Safety matters are complied with, including temperature recording, food storage and other hygiene prerequisites.
7. Deal with any inspections by statutory and/ or local authority agencies.
8. Liaise with environmental health officers and report to Catering Manager any remedial action that is required.
9. Removal of rubbish from the kitchen
10. Ensure pupils are served with appropriate portion sizes/ special dietary needs.

Personal Development

1. Participate and contribute to one's own performance appraisal and supervision sessions.
2. Undertake relevant training and development as required.

Additional Requirements

1. To refrain from acting in a manner which in any way endangers you, fellow employees, or the public.
2. To avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
3. To safeguard at all times confidentiality of information relating to children, staff and Speech and Language UK's work.
4. To behave in a manner that ensures the security of Speech and Language UK's property and resources.
5. To abide by all relevant Speech and Language UK and Dawn House Policies and Procedures.

This list of duties and responsibilities is by no means exhaustive and the postholder may be required to undertake other relevant and appropriate duties as required.

This job description is subject to regular review and appropriate modification.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Food handling / hygiene certificate 	
Experience	<ul style="list-style-type: none"> • Experience of working in a similar role. 	<ul style="list-style-type: none"> • Experience of working with Children
Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of food hygiene • Good organisational Skills • Ability to follow written instructions • Knowledge of special dietary requirements • The ability to record data in relation to food preparation processes • Knowledge of cleaning materials and chemicals and their use 	
Other factors	<ul style="list-style-type: none"> • Reliability • Ability to work without daily supervision • Fit to undertake the duties of the post • An interest in catering • Willingness to clean the kitchen • Uniform will be provided and must be worn when at work • Uniform must be washed at home • High standard of personal presentation including tidy hair, no nail extensions, or nail varnish 	

Speech and Language UK Summary of Terms and Conditions of Employment

Job Title:	Cook / Chef for our residential provision
Start Date:	December 2024
Location:	Dawn House, Helmsley Road, Rainworth, Nottinghamshire, NG21 0DQ
Annual Salary:	Actual salary £7,067.77 - £7,357.50 (depending on experience). (Full time equivalent £23,784 – £24,759) Pay spine point 5-7
Hours:	12 hours a week Monday – Thursday, 3.30pm – 6.30pm
Working Weeks:	39 weeks per year
Annual Leave:	6.07 weeks per holiday year during school closure periods
Disclosure & Barring Service Check:	The successful candidate's employment is subject to an enhanced DBS and barred list check
Online search	In line with KSCIE 2024, all shortlisted candidates will be subject to an online search covering content that is in the public domain.
Probation:	There is a six-month probationary period for this post
Pension:	Speech and Language UK group pension scheme with Aviva. Employer contribution 4.5%, minimum employee contribution 3%. This is offered as a salary exchange arrangement.
Perkbox:	Employee benefit providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards, confidential employee assistance and over 150 e-learning perks.
Free Annual Flu Vaccination:	Free annual flu vaccination for all Speech and Language UK employees.

How to Apply

The closing date for this vacancy is Friday 8th November 2025

To apply please send the completed Application Form together with the further information form to School Business Administrator
catherine.ingram@dawnhouse.org.uk

Informal enquiries about this post can be made to Karen Lindley, Finance and School Business Manager on 01623 795361 / karen.Lindley@dawnhouse.org.uk

Speech and Language UK is committed to safeguarding and promoting the welfare of children. We carry out appropriate vetting and verifications on all staff. Please find details of our safeguarding policy [Safeguarding Policy 2024](#)

All shortlisted candidates will be subject to an online search covering content that is in the public domain.

In line with Keeping Children Safe in Education the successful candidate's employment is subject to an enhanced DBS and barred list check.

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



dawnhouse.org.uk

speechandlanguage.org.uk

Follow us @SpeechAndLangUK



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