



# CFAT Facilities LIMITED

## Primary School Chef / Cook in Charge

### Application Pack

Term Time plus one week

**30 hours per week** working 08:00 to 14:30 with a 30-minute unpaid break during each shift

**Community First Academy Trust**

Rivington Avenue, Platt Bridge, Wigan WN2 5NG

**T. 01942 487999 | E. [info@cfat.org.uk](mailto:info@cfat.org.uk)**

**[www.cfat.org.uk](http://www.cfat.org.uk)**



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# Welcome Letter

Dear Applicant,

Thank you for your interest in the position of Primary School Chef / Cook in Charge at our 2-11 Primary School in Wigan.

Catering colleagues are vital to our school as everything they do contributes to the overall success of our school through the preparation and service of high-quality meals for pupils, staff and visitors to the school.

You will work in a busy school kitchen with dedicated colleagues taking responsibility for the overall school catering operation including the preparation and service of high-quality meals for pupils, staff and visitors.

You'll be joining a school team that offers:

- Pupils whose behaviour is excellent and who enjoy learning.
- An exciting and caring environment in which to work.
- A friendly and supportive staff who have high expectations of what can be achieved.
- An ambitious and supportive leadership team with a clear vision for the school.
- High quality support and professional opportunities.
- A Board of Trustees who are extremely supportive of the sole purpose to attain the highest standards in all areas.
- A genuine opportunity to make a difference.

We all passionately believe that all pupils should receive the very best education and become well rounded and successful individuals. We are dedicated to raising achievement, transforming learning and creating a truly dynamic 21st Century learning community where no child is left behind.

We are seeking to appoint someone who is:

- Ambitious, energetic and enthusiastic
- Committed to delivering excellence
- Self-motivated, has excellent organisational skills and has personal drive to complete tasks to required timescales.

Community First Academy Trust consists of like-minded individuals and educational establishments who want the best for all pupils, staff, families and the communities that we serve.

Our vision is a simple one. We want to provide every child with the outstanding education they deserve, and we believe that we can best do this by working together, sharing resources and encouraging excellence as standard. We aim to ensure that every pupil develops as a confident and competent person with the highest aspirations to be the best they possibly can be.

Community First Academy Trust has a proven track record of primary school improvement. It is our intention to build on this success by growing our family of high-performing schools with a shared vision, all working towards the same goal and creating career opportunities for our colleagues.

As we grow, we are delighted to welcome new and experienced employees into our school trust, as well as the support staff that help our schools to thrive. If you are that individual, with the drive, inspiration and passion for learning and teaching who can work collaboratively with a dynamic Leadership Team to lead us forward into our next chapter, then we would welcome your application.

This is an exciting and very rewarding role, and we look forward to receiving your application. For further information about Community First Academy Trust please visit our website at [www.cfat.org.uk](http://www.cfat.org.uk)

Yours faithfully

Mrs Sue Darbyshire  
**Chief Executive Officer | National Leader of Education | Executive Headteacher  
Community First Academy Trust**



# Letter from CFAT Facilities Limited

CFAT Facilities Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS and all other necessary checks.

Dear Applicant

- ✓ Are you looking to join an ambitious supportive team?
- ✓ Are you driven, with determination to work hard?

The main duties will be to supervise the catering team and catering operations, managing the school kitchen and its resources to ensure the complete running of the quality catering services for the school. You will need to be compliant with the DfE Standards for School food in England, Health and Safety, Food Safety, Control of Substances Hazardous to Health (COSHH) and manual handling.

You will be a good chef/cook who is passionate about planning and providing food in schools and dedicated to providing the best service possible to children, staff and visitors to the school. You will have great customer care skills to deal with a range of people and will promote a professional image at all times, which is representative of the school/trust and the service. You'll be an advocate for the development and promotion of the service and will relish the opportunity to work with managers to maximise profitability wherever possible.

This is a term time plus one additional week position (39 weeks per year), and the shifts are 08:00 to 14:30 each day Monday to Friday with a 30-minute break during the shift. You will therefore work 30 hours per week over 5 days. The successful applicant will receive 24 days' annual leave plus 8 statutory bank holidays to be taken during school closure periods only.

The kitchen team current consists of:

Role	Monday	Tuesday	Wednesday	Thursday	Friday	Total Weekly Hours
Primary School Chef / Cook in Charge <b>x1 VACANCY</b>	08:00 to 14:30 with a 30-minute unpaid break during each shift	08:00 14:30 with a 30-minute unpaid break during each shift	08:00 14:30 with a 30-minute unpaid break during each shift	08:00 14:30 with a 30-minute unpaid break during each shift	08:00 14:30 with a 30-minute unpaid break during each shift	30 hours
General Kitchen Assistant <b>x 3</b>	09:30 to 13:45	09:30 to 13:45	09:30 to 13:45	09:30 to 13:45	09:30 to 13:45	22.5 hours x 3
General Kitchen Assistant (Lunchtime Support) <b>x1</b>	12:00 to 13:30	12:00 to 13:30	12:00 to 13:30	12:00 to 13:30	12:00 to 13:30	7.5 hours
						<b>105 hours</b>

## Entry Criteria:

- ✓ City & Guilds 706/1 & 2 or equivalent level of qualification in catering.
- ✓ Level 2 Food Hygiene & Safety (Basic Food Hygiene Certificate).
- ✓ Be enthusiastic and have a positive attitude.
- ✓ Have excellent communication skills

## What can we offer you?

- A great learning environment in which to work;
- Fantastic professional development opportunities through our in-house Institute of Learning;
- Competitive pay, reward and benefits with a generous starting salary;
- Trust-wide enrolment to a CFAT well-being package including enrolment to our Simply Health pre-paid cover for a wide range of everyday healthcare treatments;

## Closing date for applications:

**9am on Monday 27<sup>th</sup> November 2023**

We look forward to receiving your application and thank you for your interest in our Trust and this position.

Should you have any questions about our Trust or school please do not hesitate to contact me on 01942 487999.

Yours faithfully

Mr Craig Holden  
**Director**  
**CFAT Facilities Ltd**



CFAT Facilities  
LIMITED



## Primary School Chef / Cook in Charge

CFAT Facilities Limited and Platt Bridge Community School are seeking to recruit a self-motivated, flexible, enthusiastic and reliable Primary School Chef / Cook in Charge.

We are an innovative team in which work is valued and there is a caring, family ethos. Our work is promoted through the trust values of **Create Furnish Achieve Teamwork** 'CFAT'.

In this role you will work and supervise a small team of catering assistants to prepare and serve around 300 meals per day to pupils aged 2-11.

To succeed in this role, you will need to be compliant with the DfE Standards for School Food in England, Health and Safety, Food Safety, Control of Substances Hazardous to Health (COSHH) and manual handling.

<b>Salary:</b>	£11.50 per hour + automatic enrolment into the CFAT well-being Plan
<b>Start Date:</b>	ASAP
<b>Working Pattern:</b>	Monday to Friday 30 hours per week working term time plus 1 additional week (39 weeks per year) Working 08:00 14:30 with a 30-minute unpaid break during each shift.
<b>Training:</b>	Access to annual professional learning opportunities.
<b>Closing Date:</b>	<b>9am on Monday 27<sup>th</sup> November 2023</b>

The successful candidate will be hardworking, honest, dependable and self-motivated in order to uphold the ethos, aims and values of the Trust.

The main duties are:

- **Leading on menu preparation.**
- **Ensuring compliance with necessary hygiene and health and safety requirements.**
- **Food ordering and stock control ensuring the best value in the purchase of all resources.**
- **Preparing and cooking food to a high standard and in a timely manner.**
- **Supervising and motivating the catering staff to contribute to a high-quality catering service.**

The successful candidate will be a good chef/cook with the motivation and imagination to provide healthy and appealing meals. You should have supervisory experience in a catering environment.

**For more information, please contact the school on 01942 487999 or see the job application pack and/or job description.**

We look forward to receiving your application.

**Community First Academy Trust and CFAT Facilities Ltd are committed to rigorous safeguarding procedures and consistently promoting the welfare of children. All appointments will be subject to satisfactory Enhanced DBS Disclosures. Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.**

**In line with Keeping Children Safe in Education 2023, as part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview. This role is subject to an Enhanced DBS plus Children's Barred List Check. Pre-employment checks will be undertaken before any unconditional appointment is confirmed.**

# Vision and Values

## About Community First Academy Trust (CFAT)

CFAT was one of the first Multi-Academy Trusts (MAT) in Wigan with plans to become a family of high performing primary academies, who, by working together will make a significant impact on the life chances of young people in our communities.

The whole purpose of a school is that children come first and everything we do must reflect this goal. Delivering teaching excellence is our overriding focus. We work strategically together to deliver long term sustainability through efficiencies and savings that release resources to improve the rate of progress for all our children. This enables us to deliver the excellence in education that our communities deserve, by the sharing of best practice and the delivery of continuous and sustained improvement.

So far this has developed a strong focus on education whilst not losing sight of the individual child, alongside a range of back-office developments that deliver a robust infrastructure for the future. This includes central finance, IT, HR and premises / estates management. Leadership development, succession planning and capacity building are also major priorities for the Trust.

### Join the CFAT team and you will have:

**The freedom to help & shape our schools:** We believe every school needs its own individual identity. Our Headteachers genuinely have the freedom to shape their school. We believe that this is the only way to truly meet the needs of a community, as being there every day means that they will know it better than anyone else.

**A support network second-to-none:** We passionately believe in the power of collaborative working and actively promote school-to-school support. This includes accessing support from our Institute of Learning (Kingsbridge Institute) which offers staff a range of high-quality professional development opportunities at all levels.

**Boundless opportunities for career progression:** When you deliver and achieve, you will be rewarded for your success. If you are ambitious, we will help you to succeed with pace.

**A great social culture:** We know how to enjoy ourselves and have a great team ethos. Conferences, summer parties, fun days and team building activities give you the chance to let your hair down with colleagues and know that your hard work is appreciated.

Community First Academy Trust staff also have access to CPD, through focused professional development, observation, coaching and support to further develop innovative, creative, and imaginative practice to ensure effective learning, progress and achievement.



# Job Description

## Primary School Chef / Cook in Charge: Job Description

<b>Job Purpose:</b>	You will manage the school catering service and lead and supervise the catering team, ensuring that they are motivated, engaged and appropriately trained to meet the needs of the service within the school.
<b>Reporting to:</b>	CFAT and the Central Team
<b>Liaising with:</b>	Headteacher, SLT, teachers and support staff, Trust representatives, external agencies and parent/guardians
<b>Responsible for - Staff</b>	General Kitchen Assistants
<b>Salary:</b>	£11.50 per hour plus automatic enrolment into the CFAT well-being Plan (salary reviewed annually in April)
<b>Working Hours:</b>	Monday to Friday 30 hours per week working 08:00 to 14:30 with a 30-minute unpaid break during each shift. Annual leave must be taken on all occasions during school closures periods only.
<b>Disclosure level:</b>	Enhanced with Barred list check
<b>CFAT Ethos</b>	
<ul style="list-style-type: none"> <li>• Community First Academy Trust believes strongly in sustained engagement and involvement with the local community in order to establish a wider responsibility of delivering academic excellence through the values of Create Furnish Achieve Teamwork 'CFAT'</li> <li>• Our mission is to ensure that every child develops as a confident and competent person with the highest aspirations to be the best they possibly can be.</li> <li>• Promote the Trust, School, SCITT and Trust by celebrating its success at every opportunity.</li> <li>• Actively support and implement the Trust's corporate policies relating to safeguarding, equality and diversity, inclusion and health, safety and well-being.</li> </ul>	
<b>General</b>	
<p><b>School Mission Statement</b> Platt Bridge Community First provides innovative opportunities at the heart of the community. Working together we will make a difference, raising aspirations and improving life chances, within a welcoming environment.</p> <p><b>Aims</b> Platt Bridge Community First is committed to helping each individual achieve the outcomes children and young people believe are key to well-being in childhood and later life.</p> <ol style="list-style-type: none"> <li>1. We aim to welcome, respect and value each other, ensuring everyone has the opportunity to achieve. We will face challenges and break down barriers together.</li> <li>2. We will provide a nurturing, safe and accessible environment in innovative facilities for children, families and the community.</li> <li>3. We aim to raise the aspirations of the whole community by encouraging and enabling lifelong learning opportunities.</li> </ol> <p>We aim to provide positive achievable outcomes for all by providing cohesive partnership working which includes shared information, knowledge and skills.</p>	
<b>Main duties/responsibilities</b>	
<ul style="list-style-type: none"> <li>• Day to day responsibility for ensuring the efficient and effective production of quality meals to nursery, infant and junior children and adults as required, liaising with Trust and school representatives to ensure the service meets the needs of the customer (i.e. Parents and Pupils).</li> <li>• Continually strive to question what more needs to be done to make tasty, nutritious food available to all school children.</li> <li>• Promote a welcome and friendly environment for customers.</li> <li>• Lead the school catering provision and service of all catering requirements.</li> <li>• Complete, maintain and submit all relevant documentation to comply with food hygiene standards, including DfE Standards for School Food in England, Hazard Analysis and Critical Control Points (HACCP), plus food and equipment orders and staff hours.</li> <li>• Comply with the relevant quality assurance standards and ensuring compliance with the requirements for School Food Regulations 2014 for all maintained schools including academies and free schools and Natasha's Law 2021 and any subsequent relevant legislation.</li> </ul>	

- Adhere to health and safety working practices ensuring own personal safety and that of others.
- Work with other team members and colleagues to develop and maintain effective working relationships.
- Promote safe working practices and work always in a way that will ensure your own personal safety and that of others.
- Undertake regular training as and when required under the direction of the CFAT management team and attend annual inset sessions which focus on continuous improvement and attend cleaning days per year.
- Work with CFAT management teams to maximise profitability through overseeing catering income levels, labour and food costs.
- Ensure all supplies of food, equipment and cleaning materials are of the right standard and procurement is delivered at best value.
- Order food and other commodities from suppliers within the agreed parameters of the school catering budget.
- Remain adaptable and respond positively to ad-hoc work location changes which will enable the trust catering system to deliver its daily food provision to all schools within the portfolio.
- Assist in the control of costs through following recommending termly menus and recipes.
- Ensure effective use of the trusts cashless systems.
- Monitor the performance of catering staff and report any issues to the Trust central team.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

### **In this job you will need**

- City & Guilds or equivalent level of qualification in catering for example Hospitality and Catering at Level 2.
- Level 2 Food Hygiene & Safety (Basic Food Hygiene Certificate).
- Excellent customer care skills with a good understanding of customer care principles
- A good understanding of Health & Safety, Control of Substances Hazardous to Health (COSHH) principles, School Food Regulations 2014 and Natasha's Law 2021.
- Excellent communication skills with a good level of written, oral and numeracy skills.
- Experience of working in a busy catering operation.
- Exceptional talent to lead and motivate a flexible team and the ability to work without supervision. On occasion you may be asked to work alone.
- Constructive mindset to implement change where necessary.
- Flexible attitude and positive approach to managing additional resources and staff.
- Ability to lead multiple kitchens during periods of high sickness or absenteeism.
- Enthuse and motivate your team using multiple strategies to increase productivity and positively evolve business activities.
- Encourage the team to think differently and actively promote training and further development opportunities.
- Be able to manage both food costs and income in line with catering budgets and knowledge of how to increase income and of the importance of marketing to maximise income.
- Ability to stand for long periods of time and to lift heavy equipment.
- Willingness to work on school inset training days and school open evenings when required.

### **Other duties**

- Participation in promotional and marketing activities to promote the school meal service and increase meal uptake.
- Lead on the termly school menu revisions.
- Responsible for the safety and security of the school kitchen.
- Responsible for monitoring and maintaining hygiene standards within the kitchen.
- General kitchen and dining room duties (for example washing up, setting up and clearing away equipment and tables).

### **Promoting the health, safety and welfare of children**

- Act in accordance with legal requirements and guidance on health and safety, security, confidentiality of information, safeguarding and promoting the welfare of children at all times.
- Promote health and wellbeing throughout your practice and any activities at all times.
- Engage in relevant CPD opportunities to improve own skills, practice and subject knowledge.
- Engage actively with the annual performance management review process, in accordance with the Trust's policy.
- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

### **Data Protection**

#### **Data Protection:**

The Trust holds information about service users, local residents, elected members and employees, amongst others and through its Data Sharing Agreement with Wigan Council shares information about such stakeholder data. Everyone who works for or represents the trust must protect the personal data that they use and be aware of their obligations. The use of personal data must be fair, legal and proportionate. All staff must undergo mandatory data protection training applicable to their job role.



**Safety Training:**

- To undertake all appropriate health and safety training specific to your service area.
- To undertake all appropriate hygiene training specific to your service area.
- To effectively and proactively implement health and safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

**Signatures**

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and salary.

Signed ..... Date: .....

# Personal Specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will hold:</p> <ul style="list-style-type: none"> <li>• City &amp; Guilds or equivalent level of qualification in catering.</li> <li>• Level 2 Food Hygiene &amp; Safety (Basic Food Hygiene Certificate) or willingness to undertake.</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to undertake a qualification in first aid.</li> <li>• Experience of food preparation work</li> <li>• An up-to-date qualification in first aid</li> </ul>
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> <li>• Working within a food preparation environment.</li> <li>• Creating reports relating to health and safety, COSHH, Natasha Law.</li> <li>• Working within the requirements of legislation, e.g. the Health and Safety at Work etc. Act 1974.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in accordance with school policy and procedures.</li> <li>• Working within a school environment.</li> <li>• Understanding of the DfE's Standards for school food in England and the School Food Regulations 2014.</li> </ul>
Knowledge and skills	<p>The successful candidate will :</p> <ul style="list-style-type: none"> <li>• Be a good cook producing quality food on time</li> <li>• Have a good understanding of food safety and hygiene requirements</li> <li>• Have basic ICT skills.</li> <li>• Have good English and Maths skills.</li> </ul>	
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• The ability to work independently and as part of a team.</li> <li>• A positive attitude to work.</li> <li>• An enhanced DBS certificate and barred list check.</li> <li>• A good attendance and punctuality record.</li> <li>• Excellent time management and organisational skills in order to deliver a food service on time.</li> <li>• High expectations of self and professional standards.</li> <li>• The ability to maintain successful working relationships with other colleagues.</li> <li>• A willingness to work outside of the timetabled day, where necessary.</li> <li>• High levels of drive, energy and integrity.</li> <li>• The successful candidate will be:               <ul style="list-style-type: none"> <li>○ Able to promote good behaviour consistently.</li> <li>○ Able to plan and take control of situations.</li> <li>○ Committed to contributing to the wider school and its community.</li> <li>○ Capable of handling a demanding workload and be able to successfully prioritise work.</li> </ul> </li> </ul>	

## Seven reasons to choose to live and work in Wigan

In October 2017 Wigan was crowned the happiest place in Greater Manchester. Residents scored an average of 7.6 out of 10 on the cheeriness scale, according to the government's most recent wellbeing survey.



Conveniently located between the major cities of Manchester and Liverpool, Wigan is a great place to live and here are just a few reasons why you should make Wigan your home town and place of work.

### Great commuter links

At the heart of the motorway network, Wigan has quick and easy access to the M6, M58, M60, M61 and M62 so as a commuter there is no better place to live.

Wigan boasts two rail stations, Wigan North Western and Wigan Wallgate. Our rail links are exceptional with frequent, direct services to London with a travel time of 2 hours. Manchester, Liverpool and Preston can be reached within 30 minutes.

Wigan is also well located for both Manchester Airport and John Lennon airport in Liverpool.

### Value for money property

With the average house price in Wigan below the national average, houses in the area provide excellent value for money and there are opportunities for shared ownership schemes for those who wish to start their journey on property ladder.

Wigan has excellent housing stock of 142,000 covering a good range of property types and locations. There are also plans to enable the building of 10,000 homes in the next 10 years to ensure that the number of new homes matches demand in the borough.

The local authority has also been public about maintaining their committed to keep their council tax rates as one of the lowest. It is currently the second lowest in Greater Manchester.

### Local attractions

Wigan boasts excellent shopping centres, wonderful areas of natural beauty, and an abundance of activities and sports in the area including bowling and roller skating.

The town hosts a number of events throughout the year including a half marathon, Wigan Pride, The Wigan 10K, Christmas markets, Christmas lights switch on and many other town center events including continental markets run throughout the year. Wigan has a vibrant and rich history and has two museums, Trencherfield Mill and the Museum of Wigan Life, meaning it's great for history buffs.

### Shopping

Wigan town centre offers a superb shopping experience, major high street stores can be found in the Grand Arcade, this large shopping centre has plenty of high-street favourites.

Wigan also has more than 80 independent shops and restaurants in the numerous Victorian and Georgian arcades including the Galleries. Wigan has had a lot of money invested into its retail areas over recent years and the town centre has had further plans approved for a £60m regeneration project. The redevelopment will see the Galleries shopping centre revived into a modern retail destination including space for a cinema, gym, restaurants and leisure complex.



On the outskirts of Wigan is Robin Park, a sports, leisure and retail complex. Here you will find large retail stores, a cinema and a number of restaurants and eateries. Manchester, Liverpool and the famous Trafford Centre are all also in easy reach.

## Workforce and colleagues

With a population of round 323,000 residents Wigan is home to 11.6% of Greater Manchester's total population providing access to a skilled and varied work force.

A recent study by the Office of National Statistics showed that Wigan has a high employment rate (75.4%) which is the 3<sup>rd</sup> highest in Greater Manchester and is above the UK average. When you live in Wigan there are plenty of jobs and opportunities around.

Wigan's economy grew by 2.4% between 2014-2016, faster than the Greater Manchester (2.1%) and UK (2%) average.

## Sport and leisure

70% of Wigan's 77 square miles comprise of open space. Mesnes Park, Worthington Lakes, Fairy Glen and Haigh Woodland Park are perfect spots for those who love the great outdoors. Haigh Country Park and Mesnes Park have recently been the focus of regeneration plans, and areas such as Alexandra Park hold Green Flags for their facilities.

Wigan boasts six leisure centres, four pools and an extreme adventure zone offering a huge range of activities across the borough.

The iconic Wigan Pier is set to be rebranded as the 'Wigan Pier Quarter' over the next 10 years with a new performance venue, shops and community garden.

Activities are in abundance as a result of the beautiful local environment and include golf, fishing, sailing and rambling.

Wigan also boasts world famous sports teams including Wigan Warriors Rugby League Club, Wigan Athletic Football Club, Leigh Centurions and Wigan Cricket Club so there is always plenty of action to watch.

## Education



Wigan has a brilliant education network from primary schools right through to further education establishments.

Education in Wigan is something we are very proud of. 89 per cent of primary schools and 88 per cent of secondary schools are rated as good or outstanding. If you want to start a career in education, there are lots of opportunities within schools.

In 2015 our schools were singled out for praise by the head of OFSTED, Sir Michael Wilshaw who highlighted the good work as part of his third annual report. Wigan has consistently excelled in education and has gained a reputation for recruiting and retaining high quality and effective teachers.

Winstanley College has been named in the top ten further education colleges in the country. St John Rigby College has recently been rated as outstanding by Ofsted and Wigan and Leigh College has achieved University Centre status and is able to offer a range of post 16 options including Higher Education. Wigan is also the base for ALRA, a nationally acclaimed drama school and a member of Drama UK.

Wigan is conveniently located for the internationally renowned universities of Manchester and Liverpool. The University of Manchester itself boasts 25 Nobel Prize winners. There are 20 universities within less than a one-hour drive of Greater Manchester, with in excess of 400,000 students.

So if you are thinking of relocating to the Northern Powerhouse... think Wigan and choose Community First Academy Trust.

# Pay & Reward at Community First Academy Trust

Community First Academy Trust has outstanding standards of excellence through a highly collaborative and enterprising approach, which helps us meet the high expectations of our students/pupils, their parents, our staff and our communities.

As well as outstanding professional learning and career development opportunities, we offer a highly competitive benefits package.



# How to Apply

Application forms can be downloaded from [www.cfat.org.uk](http://www.cfat.org.uk)

Completed applications may be returned via email to [recruitment@cfat.org.uk](mailto:recruitment@cfat.org.uk)

If you would prefer to submit a paper application form, please return to:

Mr Craig Holden  
Community First Academy Trust t/a Platt Bridge Community School,  
Rivington Ave,  
Platt Bridge,  
Wigan, WN2 5NG

Short listed candidates will be notified by e-mail of the interview arrangements. Please ensure your correct email address is provided on your application form.

Key Dates:

- **9am on Monday 27<sup>th</sup> November 2023**
- Interviews are likely to be held w/c Monday 27<sup>th</sup> November 2023.

Relevant Policies:

- CFAT DBS Policy
- CFAT Safer Recruitment Policy
- CFAT GDPR Policies on Recruitment
- Child Protection and Safeguarding Policy

Any offer of employment is subject to a satisfactory enhanced criminal record with barred list check through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.

In line with safer recruitment guidelines, we will be taking up references in advance of the interview and will take them into account during the interview process.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the Trust's child protection policies and procedures.

Applications from all sections of the community are welcome.

Please note we cannot accept CVs as part of our safer recruitment process.

Unfortunately, we are unable to notify candidates individually if they have not been successful with their application.

**Note to all recruitment agencies:** Community First Academy Trust (CFAT) and all its organisations do not accept unsolicited agency CVs. Please do not send unsolicited CVs to any of our job openings or to CFAT employees. CFAT will not be responsible for any fee(s) related to unsolicited CVs and succeeding any job opening or recruitment initiative.

Please note: academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

**In line with Keeping Children Safe in Education 2023, as part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview. This role is subject to an Enhanced DBS plus Children's Barred List Check. Pre-employment checks will be undertaken before appointment is confirmed.**