11/02/2025

Dear Candidate,

Thank you for your interest in our permanent, term time only, School Business Support Officer position at St Hubert’s R.C. Primary School.

St Hubert’s School is a small, friendly school with a child centred approach. At St Hubert’s we pride ourselves in being a family school.  The Catholic Faith is at the heart of all that we do in all our work and play.  Our dedicated Staff work very hard to ensure that children receive the best education, opportunities and experiences.  We encourage our children to grow and develop as unique individuals: academically, spiritually, emotionally and socially.

One of the things that we are most proud of is the behaviour of our children. This is an extract from our recent OFSTED report: ‘Pupils are proud to attend this happy and caring school. They routinely act out the school’s values, for example forgiveness, friendship and respectfulness. Pupils are kind to each other. They learn to make the right choices and to accept responsibility for their actions. Pupils enjoy positive relationships with staff. This helps them to feel safe in school.’

As a school, we are constantly striving to improve the planning, development, and implementation of financial and administrative services within our school.

We are located in Great Harwood, near Blackburn. The school currently has 150 children on roll. We were last inspected in October 2024 when we were rated ‘Good’.

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Visits to our school are warmly welcomed and encouraged. We would love you to meet our fabulous children and our enthusiastic staff. If you would like to make an appointment, please contact the school office on 01254 885778. Visits will take place on request..

I look forward to meeting you soon.

**Closing Date:** Friday 28th February 2025 at 12 Noon

**Interview date:** Wednesday 12th March 2025

Yours sincerely,

Mrs J. M. Brooks