

St Helen's School

St Helen's School

Prep Technician – Job Description



JOB DESCRIPTION

Prep Technician

The Prep School

The Prep School caters for approximately 490 girls aged 3-11 years.

Structure

The Head of Prep School is supported by a Director of Prep and two Assistant Directors with responsibility for sections of the Prep School: EYFS (Nursery & Reception) - KS1 (Years 1 & 2) and LKS2 (Years 3 & 4) - UKS2 (Years 5 & 6).

There are separate Subject Leaders in English and Mathematics with other Subject Leaders having responsibility across the Primary Phase.

The teaching of Music, PE and Speech & Drama is undertaken by specialist staff across the Phases and under the leadership of the Directors of these subjects in Senior School. Our Prep curriculum is constantly reviewed and updated in order to ensure that the girls receive learning which is progressive, stimulating and bespoke to them. Our formative and summative assessment systems have recently been updated to provide a more holistic picture of each individual's abilities. This means that teachers, parents and pupils know exactly where each girl is in terms of her learning and what her next steps are. All of the girls enjoy the advantages of being part of a large School and have access to a wide range of sporting facilities, including an indoor swimming pool, which is used from Nursery onwards.

Our girls are taught by well-qualified primary specialists with additional contributions from some Senior School staff in Years 5 and 6. Staff are kept up to date with current initiatives through inset meetings and outside educational specialists. All members of staff in the Prep School meet regularly and plan collaboratively, to ensure the best possible learning experience for the pupils. Phase Leaders work with teachers across year groups for this purpose and to promote best practice. Subject Leaders in Prep work with all colleagues to keep teaching programmes up-to-date and develop pupils appropriately. Subject coordinators liaise with their counterparts in Senior School to ensure progression and continuity.

The girls' educational experience is enhanced by Educational Visits for every year group, and by visiting speakers, complementing school-based activities. In Years 5 and 6 there are residential courses, which are highly popular and very beneficial.

The tradition of daily assembly is developed as a key element in the girls' moral education and to promote British Values. An awareness of the ethics of community life, the environment and tolerance are celebrated through stories, speech, and drama.

Staff report formally to parents in writing once a year and hold Consultation Evenings during which parents are able to discuss their daughter's progress. Parents are encouraged to visit the school frequently, attending assemblies, presentations, concerts, Christmas productions, Dance Shows and Sports Day. The school values strong partnerships with parents. Throughout the year there are various workshops and curriculum / Meet the Teacher evenings for parents to attend.



EYFS and Key Stage 1

The pre-prep Section of the School is based in two buildings which have been tastefully converted into spacious, age-appropriate accommodation. Girls enter St Helens EYFS at 3+ (which comprises three Nursery classes of 16), with a further 12 girls joining at 4+ (making three Reception classes of 20). They are housed in Little Gables. Years 1 and 2 have three classes each of 20 pupils and they are based in Gables.

EYFS and KS1 consists of approximately 230 girls aged from three to seven years. The broad and balanced education which we provide caters for each girl as an individual in terms of her personal, social, and emotional development and engenders academic potential through play, exploration, active learning, creativity, and critical thinking. Each individual is encouraged to be self-motivated and independent, and students thrive in this secure and happy environment. Every class in these stages benefit from the support of a full-time Teaching Assistant. There are also Welfare Assistants who are part of Nursery and Reception at St Helen's. Catering for the girls and staff is provided within St Helen's by a dedicated team, managed by an experienced chef manager.

The curriculum provides a firm foundation on which to build in KS2 and beyond. In Nursery and Reception, the teachers follow the principles of the Early Years Foundation stage. In KS1 & KS2, the teachers follow the National Curriculum as a basis but extend and broaden this as appropriate in order to provide further challenge. Girls also learn Ballet and French.

There is a Library in each building, containing an extensive stock of fiction and non-fiction books. We encourage the girls to develop both library skills and an appreciation and love of literature through reading and visiting the library regularly. We have invested in ICT provision, and the girls have access to laptops and iPads.

Before and after-school Co-Curricular activities are regarded as an essential part of the girls' experience from KS1. All teachers are expected to run a club each term. There are also very active School and Eco-School Councils.

The Post

SALARY: £22,063.78 (FTE £29,250)

HOURS: 8:00am – 4:30pm, Monday to Friday. Plus, training sessions held on INSET days when you may need to be flexible with your hours.

The role will report to: Head of Prep School.

Main Responsibilities

- To maintain the Prep Science Lab and Design & Technology rooms
- To ensure preparation areas are clean, tidy, safe, and orderly
- To prepare resources, equipment, materials and any scientific experiments for lessons, demonstrations, displays, exhibitions, and clubs
- To assist academic staff and pupils with practical work and Co-Curricular activities
- To clear away equipment, materials, and resources from scientific experiments at the end of lessons
- To ensure the maintenance of adequate stock and resources
- To order and purchase resources for upcoming topics, recommending stock needed and preparing draft requisitions for signature
- To be proactive and have an awareness of curriculum changes
- To work and liaise with technicians in the Senior School, when appropriate
- To assist teachers during lessons as required



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Team Skills

- To have a flexible approach to rotas, by agreement with the Head of Prep, for issues such as the timing of lunch breaks and covering for absent colleagues
- To work with a range of different people in a supportive and cooperative manner
- To attend planning meetings and CPD sessions as required

Safety

- To keep up to date with safety legislation
- To liaise with the Science and DT teachers regarding safety matters and advise them of any potential problems with materials or equipment
- To periodically test and repair equipment to ensure that it is in good working order, and when necessary, liaise with external contractors regarding the repair of equipment, by agreement with the Subject Leads
- To be willing to gain qualifications in first aid and food safety to support lessons
- To ensure that any appropriate chemicals and resources are stored correctly and safely
- To assist with the preparation of risk assessments as required

Additional Duties

- To assist teachers with photocopying and administration tasks
- To perform any additional duties as may be reasonably assigned to the Technician by the Director or Head of Prep

The Person

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- A STEM degree or experience of preparing and maintaining resources
- A love of learning and a commitment to further professional development
- Ability to work well with others
- Demonstrable passion for Science and/or Design and Technology
- Highly organised

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Experience of working in a similar role, elsewhere
- Experience of managing resource budgets
- Working knowledge and ability to navigate the CLEAPSS website

APPLICATION PROCESS

- Closing date: 11.59pm Sunday 7 June 2026.
- Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.
- Due to the volume of applicants we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

