

PERFORMING ARTS & AV TECHNICIAN PERMANENT ROLE

Thank you for showing an interest in this post. We hope that the following information about St Helen's school and job description will help you decide that this is an application which you wish to pursue.



WELCOME TO ST HELEN'S



St Helen's School is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are proud of our 2024 results where 82% of A Level students obtained A*-B grades and 81% of GCSE awards were graded 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward
Head



St Helen's School

THE SCHOOL

St Helen's is an academically selective independent girls' day school for over 1100 students aged 3-18, set in beautiful green space in Northwood, London.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co- curricular opportunities on offer at St Helen's.



THE POST

REPORTING

This role will report to the Deputy Head Co-Curricular, Outreach and Compliance.

MAIN OBJECTIVE:

To provide high quality technical support to meet the needs of the School's Performance spaces. This will include responsibility for all technical areas such as the School of Music, the Drama spaces, the RBH (main school hall) and the recording studio.



The position requires a good knowledge of stage lighting and sound, video recording and editing, music technology, audio visual equipment and other technical resources, and the willingness to work closely with the teaching staff and students, to provide technical support for school performances and examinations. There will be additional hours required outside of school hours to support school productions and events (for example, the Joint Musical/Senior Play with Merchant Taylors' School, Year 6 Play, Middle School Play etc).

TASKS & RESPONSIBILITIES

The responsibilities linked to this post are wide ranging and the list of main duties below is by no means exhaustive, and it may be necessary to perform other such duties commensurate with the post as may from time to time arise or be determined. These duties will be agreed, in advance, with the Deputy Head Co-Curricular, Outreach and Compliance.

AV RESPONSIBILITIES

- Taking responsibility for designing and operating lighting, sound, audio visual, set and props.
- Responsibility for the careful storage and maintenance of all AV equipment.
- Supporting sound, AV and lighting for all school performances and classwork.
- Assisting with the recording (video/audio) of performances and subsequent editing and copying.
- Set up and operation of musical instruments, microphones and all sound and lighting equipment required for concerts in and out of school.
- General maintenance work within the relevant departments, including minor repairs, and planning for repairs and servicing of all equipment.
- To be fully conversant with the equipment and have knowledge and application of up-to-date sound and lighting software.
- To be responsible for day-to-day organisation of workload.

GENERAL RESPONSIBILITIES

- Line Manage and mentor the Performing Arts and AV Apprentice.
- Care and maintenance of all drama and music equipment (e.g. lanterns, lighting board, computers etc.) including setting up and maintaining an inventory.
- Advising on the purchase of equipment.
- To assist and support staff in the use of performing arts equipment including computer-based software for teaching purposes.
- To maintain the IT equipment within the Music Tech Room and Recording Studio.
- To regularly ensure drum kits, guitars and amps are functional and tuned in all band practice rooms.
- To set up microphones as required for regular music rehearsals.
- To lead the development of pupil technician teams for any in house production work (such as drama, dance and House activities).
- To assist with/encourage/lead set design and construction where required.
- To support the maintenance of the performance spaces.

STUDENT SUPPORT

- Providing practical support for students using specialist equipment.
- Supporting students in the recording/delivery of coursework and examination work.
- Recording and collating GCSE and A Level Music performance and composition coursework.
- Assisting with the running of courses for students on the technical aspects of theatre and other performances.
- To assist and support students in the use of performing arts equipment including computer-based software as part of the curriculum.
- To assist and support performing arts activities on tour and on trips such as to the theatre.
- To offer students across the school an opportunity to use the technical equipment within the curriculum (for example students may opt for lighting/sound/set design instead of doing acting assessments as GCSE and A level).
- To be actively involved in the training of student technical teams across the year groups.
- To oversee student technicians in peer-led learning.



HEALTH & SAFETY

- Annual PAT testing of all CPA equipment.
- Weekly check to ensure all departmental IT equipment is functioning.
- To report any malfunction of equipment or software upon discovery to the Director of Drama or Director of Music, as appropriate.
- To attend training courses (e.g. National Rigging Certificate (NRC) Level 2) on the use of equipment and systems as agreed with the Deputy Head Co-Curricular, Outreach and Compliance.
- To be fully conversant with health and safety protocols and ensure they are always adhered to.
- To report any concerns about health and safety to the Deputy Head Co-Curricular, Outreach and Compliance and/or Business Operations Director.
- Keeping up to date with health and safety issues/developments regarding the technical side of the theatre and implementing it with students and staff.
- To compile risk assessments for any performances.

OTHER DUTIES

- Helping with and being aware of Performing Art developments and opportunities.
- In the case of emergency to act as supervisor within the Drama and Music departments.
- Liaising with IT systems staff to support delivery of IT.

GENERAL DUTIES

- Other appropriate tasks to support the provision of an effective and efficient service to the school, as directed by the Deputy Head Co-Curricular, Outreach and Compliance and working closely with the Director of Drama and Director of Music.
- Follow responsibilities as defined in the Health & Safety Policy
- To promote and safeguard the welfare of children and young people with whom s/he comes into contact and adhere to and ensure compliance with the School's Child Protection Policy.
- Support and promote the school's ethos, aims and objectives.
- Support and promote the school's ethos, strategic plans and objectives
- Any other duties that may from time to time be required by the Deputy Head Co-Curricular, Outreach and Compliance, Business Operations Director, Head or Board of Governors.

HOURS

Core hours are 8.30am to 5.00pm, Monday to Friday. This role is required to work term time, plus 8 weeks during school holiday periods, where essential maintenance tasks will be completed with other tasks as agreed with the Deputy Head Co-Curricular, Outreach and Compliance. Occasional weekend and evening production support is also a requirement.

SALARY

A pro rata salary of £29,775.92 per annum (full-time equivalent of £32,130) per annum – full time equivalent, dependent on qualifications and experience.



THE PERSON

	Essential	Desirable
Qualifications	National Rigging Certificate (NRC) Level 2* *Candidates who are yet to complete this qualification will be required to complete the necessary training prior to start date, with the cost of the training covered by the School.	Level 3
Physical attributes	Able to climb rigging and a head for heights	
Technical experience	Minimum of 2 years' experience working in a similar technical environment Good knowledge of presentation set-up, PowerPoint presentations, computer system set-up, and specific theatre industry design programs Experience of recording audio/video Health & Safety legislation relevant to the role. Stage management / production management specifically lighting and sound design and operation experience.	Experience of working in a similar role within an educational setting Providing IT support

Skills	Good systems skills for sound, lighting and video. Good ICT skills including Microsoft Office and Office 365 Excellent interpersonal and communication skills To be able to work with a high level of initiative. To be able to work independently. and as part of a team A good eye for detail	Experience of working directly with young people Video editing
Personal Attributes	Flexible, resilient, and well organised Creative, approachable, and collaborative Available evenings and weekends for production support as required. Enthusiastic about working with children and young people. Genuine interest in Performing Arts	



St Helen's School

BENEFITS

- Competitive pay and pension contribution scheme
- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff)
- A strong culture of professional development
- Access to the School's swimming pool and fitness suite (specified times)
- Free on-site parking and excellent public transport links
- Free lunch and refreshments (term time only)
- Generous occupational sick pay
- Cycle2Work scheme
- Electric Vehicle Charging facilities onsite (discounted monthly membership)
- Discounted Staff Coach Travel
- A beautiful working environment – the school is set in a conservation site of 21 acres.

APPLICATION PROCESS

Closing date: 8am on Monday 11th August 2025

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.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Deputy Head Co-Curricular, Outreach and Compliance and other members of the team. There will also be the opportunity to have a tour of the school.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2024 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at recruitment@sthelens.london

