



CREATIVE DESIGN TECHNICIAN

Join Us

The Romsey School
Greatbridge
Romsey
Hampshire
SO51 8ZB

01794 512334
hr@theromseyschool.org

Key Information / Gateway Trust

We have one role available.

The Creative Design Technician role is a term time role (39 weeks per year) working 31 ¼ hours per week.

The Position

Post Title:	Creative Design Technician
Academy:	The Romsey School
Pay Range:	Support Staff C Scale
Line Manager:	Curriculum Lead: Creative & Technical faculty
Team:	Support Team
Year Group:	KS3 / KS4
Start Date:	As soon as possible subject to checks
Closes:	9am 24th September 2026
Final Interview:	Week commencing 28th September
School Visit	Contact HR to arrange

HR Administrator - Applications & Procedure

Hazel Hampton:	hr@theromseyschool.org
	01794 512334



www.gatewaymat.org

'If you have the knowledge, let others light their candles in it' - Margaret Fuller.

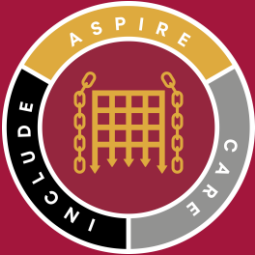
The Gateway Trust was established in 2019 and is a small multi academy trust consisting of two Secondary Schools, five Primary Schools and Gateway Central Services, including Little Sunlights nursery. It is a trust looking to grow and develop, focussed on making a difference to the unique communities that each school / setting serves.

As the trust grows and develops, opportunities to work across settings may become available. This particular post however is based at The Romsey School.

For your reassurance, whilst we enjoy the freedom of Academy status for our school settings, we tend not to deviate significantly from STPCD and Hampshire terms and conditions. We are always very happy to answer any further questions that you may have at any stage of your application to come and work with us.

The Gateway Trust is built on strong values, with a collaborative approach to positively impact young people and communities. While each of our schools maintains its unique identity, we work together to provide support, guidance, and leadership to ensure excellence

Gwennan Harrison-Jones
CEO- Gateway Trust



The Romsey School

Greatbridge, Romsey
Hampshire
SO51 8ZB
Tel: 01794 512334
Email: jobs@gatewaytrust.org

11-16 Comprehensive School



Creative Design Technician

31.25 hours per week | Term Time Only (39 weeks per year)

Working Hours: 8.15am to 3.30pm, Monday to Friday

Salary: Support Staff Scale C, £26,017 to £27,110 FTE per annum

Actual Salary: £18,846.78 to £19,638.55 per annum

Contract: Permanent, Part Time

Start Date: As soon as possible, subject to pre-employment checks

Join Our Creative & Technical Faculty

The Romsey School is seeking an enthusiastic, organised and proactive Creative Design Technician to join our successful Creative and Technical Faculty.

This is an exciting opportunity for a creative and practical individual who enjoys working with a wide range of materials, tools and technologies. You will play a vital role in supporting high-quality teaching and learning across our 3D Design provision, helping to create an inspiring environment where students can develop their creativity, technical skills and confidence.

Working closely with teachers and pupils, you will prepare materials and equipment, maintain resources, support practical lessons and help ensure that our creative spaces remain safe, organised and engaging places to learn.

About the Role

As Creative Design Technician, you will:

- Prepare and set up materials, tools and equipment for lessons.
- Support teachers and students during practical activities.
- Maintain specialist equipment and ensure resources are stored safely and efficiently.

Creative Design Technician

CARE
ASPIRE
INCLUDE

- Organise stock, undertake inventories and support ordering processes.
- Assist with the development of teaching resources and displays.
- Support educational visits, department events and whole-school activities.
- Help maintain high standards of health and safety across teaching areas.
- Work collaboratively with staff across the Creative and Technical Faculty to enhance students' learning experiences.

What We Are Looking For

We are seeking an individual who has:

Essential

- Practical knowledge of creative and 3D design disciplines, such as:
 - Textiles
 - Ceramics
 - Technical Drawing
 - CAD/CAM
 - Sculpture
 - Product Design
 - Carpentry
- Strong organisational skills and the ability to manage multiple priorities.
- Excellent communication and interpersonal skills.
- The ability to work independently and as part of a team.
- An understanding of health and safety requirements within practical learning environments.

Desirable

- Experience working with young people in a school or educational setting.
- Experience in a technical support role.
- Good IT skills and familiarity with educational technologies and resources.

Why Join The Romsey School?

As part of The Gateway Trust, you will join a supportive and forward-thinking school community committed to providing excellent learning opportunities for all students.

We offer:

- A welcoming and collaborative working environment.
- Opportunities for professional development and training.
- Access to a comprehensive staff wellbeing programme, including 24/7 Employee Assistance Programme, free flu vaccination and eye care vouchers.
- The chance to be part of a highly successful and creative faculty where innovation and practical learning are valued.
- Access to the staff benefits programme which includes the 'cycle to work' scheme

- Opportunities to be included within the school community by joining one of several groups of staff within the school that lead on significant initiatives such as:
 - Student leadership
 - Extracurricular sports clubs
 - Duke of Edinburgh Award
 - A variety of trips and educational visits, which includes international trips to places such as Kenya, Iceland, Spain, Paris and the Ski Trip in Austria.
- Discounted lunches from our excellent in-house kitchen.
- Access to and an Employee Discount to our on-site nursery, Little Sunlights
- On-site, free staff car parking.

If you are interested in this position, we would love to hear from you. Please submit your application as soon as possible as we reserve the right to interview exceptional applicants before the closing date.

To apply, please see <https://mynewterm.com/jobs/137239/EDV-2026-RS-83320> to submit an application online.

The Gateway Trust is an equal opportunity employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

Closing date: 9am Thursday 24th September 2026

Interviews: Week commencing 28th September

Job Description – Creative Design Technician

Area: 3D Design/ Creative and Technical Faculty

Responsible to: Curriculum Lead: Creative and Technical Faculty

Job Purpose:

The Creative and 3D Design Technician will provide support for the teaching and learning process within 3D Design, Creative and Technical Faculty. The role involves preparing materials, setting up equipment, supporting lesson delivery, undertaking general administration, and maintaining resources to ensure smooth and effective classroom operations. The Technician will work closely with teaching staff to enhance the curriculum experience for pupils and contribute to the development of a dynamic and resource-rich learning environment.

Main Responsibilities:

- To prepare and set up equipment and materials ready for use in accordance with manufacturer's instructions and the requirements of teaching staff.
- To prepare and set up equipment and materials for use in the teaching areas
- Prepare materials as required by the subject teacher prior to lessons
- Ensure tools and equipment are kept in optimum condition and stored correctly
- Organise all materials and equipment for lessons as requested by the teacher
- Conduct regular maintenance check on equipment and tools in the teaching areas
- Keep all classrooms organised and free from hazards
- To assist 3D Design and Creative Teaching staff in developing appropriate resources for teaching and learning
- Organise and maintain materials and tools in the Department
- Stock-taking and ordering of materials and equipment
- Keep records and inventories of materials and equipment
- Assist with the organisation of trips
- To provide support for the teacher during practical lessons
- Under the direction of the Health and Safety Manager, ensure that all Health & safety requirements are met
- To assist teaching staff in promoting and raising the profile of the Creative and Technical subjects within and outside the school

- Work as part of a team within the 3D Design and Creative and Technical Department assisting each other as and when required
- To undertake such other tasks relevant to the work of the 3D Design and Creative and Technical Department or the needs of the school as they may arise

Resource Management

- Prepare, set up, and maintain equipment and resources required for lessons.
- Manage and organise the storage of resources and equipment, ensuring it is safe, accessible, and in good working condition
- Assist with the ordering and stocktaking of materials, ensuring adequate supplies are available for curriculum delivery.

Learning Support

- Provide additional support to pupils during learning activities, including one-on-one or small group assistance.
- Supervise pupils when required, ensuring they are using resources and equipment correctly.
- Assist teaching staff in the preparation of teaching materials, such as handouts, worksheets, and visual aids.
- Help in the development and updating of resources to support the delivery of the curriculum.
- Support the adaptation of materials and resources for diverse learning needs.
- Provide support to Curriculum Leaders in setting up cover lessons for absent colleagues.

Administrative Duties

- Assist with the maintenance of departmental records, including stock levels, equipment servicing schedules, and resource inventories.
- Assist with data entry.
- Support the preparation of displays, exhibitions, and other classroom materials as required.
- Assist with administration for department events, visits, and trips.
- Assist with preparation for whole school events, such as Open Evening.

Professional Development

- Stay up to date with the latest developments in technology and teaching resources relevant to the subjects supported.
- Participate in training sessions and professional development opportunities to enhance skills and knowledge related to the role.

Personal Attributes

- Proactive and able to work on initiative.
- Problem-solving skills with the ability to troubleshoot issues quickly.

- Patient, adaptable, and able to support a wide range of pupil abilities.
- Enthusiastic and committed to supporting high-quality teaching and learning.

General

- Be aware of and comply with policies and procedures relating to child protection, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to and promote the overall ethos/work/aims of the school.
- Ensure that all information of a confidential nature gained in the course of duty is not divulged.
- Ensure the security of the school and those within it is maintained at all times.
- Adhere to all The Gateway Trust and The Romsey School policies and procedures within the defined timescales.
- Understand and support the implementation of the Gateway Trust's Health & Safety Policy and Emergency and Fire procedures, promoting safe working practice in the school.
- Undertake training and other learning activities and attend relevant meetings as required to ensure your own continuing professional learning.

Such other duties as may reasonably be allocated by the Headteacher or other delegated officers within the purview of the post.

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for or come into contact with.

Person Specification

Essential Qualifications	
Essential Knowledge, Skills and Experience	• Practical knowledge of a range of 3D Design and Creative media such as: Textiles/ Ceramics/ Technical Drawing/ CAD- CAM/ Sculpture/ Product Design/ Carpentry • Strong organisational skills and the ability to manage multiple tasks simultaneously. • Ability to work effectively and independently as part of a team. • Good communication skills and the ability to interact with staff and pupils in a positive and supportive manner. • Awareness of health and safety regulations related to practical activities.
Desirable Knowledge, Skills or experience	• Experience working with pupils, ideally in a school or educational setting • Experience in a technical support role, ideally within

	an educational environment. • IT skills, including familiarity with educational software and resources.
--	--

Additional Information

The Gateway Trust is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Disclosure and Barring Service Check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time-to-time following consultation with the postholder.

Community activities

To contribute and promote community activities within the ethos of the Community School.

Extra-Curricular activities

To contribute to the programme of extra-curricular activities taking responsibilities for groups or events as delegated by the Curriculum Leader.

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.

School Teaching and Learning Ethos:

Our Mission

Our lived experience of compassionate excellence means that we aspire, care and include. These values result in young people who are inspired, confident and fulfilled. Students leave our school ready to rise to the challenges of their future.

We Aspire - to inspire confidence, ambition and a desire to go further than others might think is possible.

We Care - to be able and willing to help, nurture and support both ourselves and each other.

We Include – to appreciate our similarities and differences leading to a feeling of belonging.

THE ROMSEY SCHOOL SENIOR TEAM

WHY WORK WITH US?

As you will learn, our overarching vision is that we deliver “Compassionate Excellence” for all our students through the values of “Aspire, Care & Include”. We aim to ensure that our youngsters leave our school confident, inspired and fulfilled, ready to rise to the challenges of their future.

We hope that after reading this pack you will be excited about applying to become part of the continuing success that is The Romsey School. We are a great team, looking for likeminded people to join us. If you would welcome an initial discussion about this role and/or a tour of the school, please contact HR via jobs@gatewaytrust.org



Chris Cove (Interim Headteacher)

The Romsey School is a place that lives its Values; Aspire, Care & Include. The staff are incredibly supportive and strive to ensure that students are successful in all aspects of school life. They do this through creating a safe and engaging environment for students to learn whilst ensuring they develop both academically and personally both in and out of the classroom. The Senior Leadership Team are excellent at nurturing staff whilst driving the school forward with an aspiration to create a world class education for our students. I look forward to meeting you and welcoming you to The Romsey School in

the near future.

Chris Stephens (Deputy Headteacher)

Working at Romsey is incredibly rewarding because the school truly embodies a ‘High Challenge, Low Threat’ ethos, creating an environment where both staff and students can thrive. Our students are a joy to work with, they are enthusiastic, approachable, and eager to learn, which makes every day fulfilling. I also greatly value the strong culture of professional development here; the support I’ve received has enabled me to grow in my career and take on exciting new opportunities.



Alison Clarke (Deputy Headteacher)

I love the shared excitement at Romsey, finding out what works, what makes students and staff motivated to achieve, and most importantly to be happy. Romsey is an inclusive school where teachers and support staff of all career stages are excited about the learning and outcomes in the classroom and beyond. We enjoy working in our school because members of the community are valued and nurtured, feeling a sense of belonging where they can work and grow in an inclusive and supportive environment.

David Fawcett (Assistant Headteacher – Teaching & Learning)

Having worked in a number of schools around Hampshire, The Romsey School is a place where both student learning and staff development are front and centre of its drive towards being exceptional. The spirit around the campus is infectious with both students and adults hungry to learn and improve. The school has such a community feel. It is a place where students shine, and staff meticulously develop their craft, working in synergy to be the best they possibly can be. The Romsey School is special and unique, full of opportunities, full of talent, and a place where working with our strong leadership team can help move our school beyond what can be imagined.





Donna Page (Assistant Headteacher - SEND, Diversity & Inclusion)

If you are looking for a supportive team, amazing children and a lovely location - Romsey is the place for you. When I researched job opportunities and then interviewed, I was so excited by the vision of 'aspire, care, include' and I still am. It's not just 'lip-service' of a vision, it is what we do, what we believe and how we run our school.

Adam Bettiss (Assistant Headteacher - Behaviour, Safeguarding and Attendance)

Romsey is a school that is genuinely at the heart of the community it serves and not just in the physical sense. We Aspire, Care and Include in equal measure and the care shown by the student support team for our entire community (parents, pupils and staff) is second to none. It is this unrelenting desire by all staff to support each and every pupil to reach and exceed their potential that gets me through my lengthy commute each day.



Nick Chafer (Senior Leader)

I've been here for 27 years and the main reason why I love it so much? The people and the community. Working here is a joy and allows you to develop a whole spectrum of skills to really make a difference. As a school we have continually evolved, and we are all pushed to constantly ask ourselves if we could be doing things better. The Senior Leadership Team at Romsey is a creative and supportive one. We have a strong focus on empowering all colleagues to develop and evolve teaching and learning and we believe in improving, not proving. As a group we have challenging and also creative conversations, along with lots of laughs.



Simon Lawrenson - Assistant Headteacher

Having been part of The Romsey School community for the past nine years, I feel incredibly proud to work in a place where students and staff are genuinely supported to grow and thrive. My role gives me the privilege of overseeing attendance, leading our Year 7 cohort, working closely with Upper School Progress Leaders, and championing our culture and diversity work. What inspires me most is the shared commitment across the school to creating an environment where every student feels valued, included, and motivated to succeed. Romsey is a special place—full of energy, ambition and heart—and it's a joy to contribute to a community where people truly belong.



N.B. The current senior team's roles and responsibilities are available on request.

EXTRA APPLICATION INFORMATION

Safer Recruitment

Gateway Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Data Protection Data Protection Act 1998.

You should be aware that the information you have provided will be stored on Gateway Trust/The Romsey School secure database and will only be used to process your application. It will not be passed to any other organisation.

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the school to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the Schools website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the HR Department on jobs@gatewaytrust.org

Selection Procedure

The shortlist will be drawn up soon after the deadline. Further details will be sent to those candidates called for interview. Failure to send your application form to the above address may invalidate your application.

Equality Monitoring

All applicants are requested to complete a Confidential Equality monitoring form.

The Romsey Charter

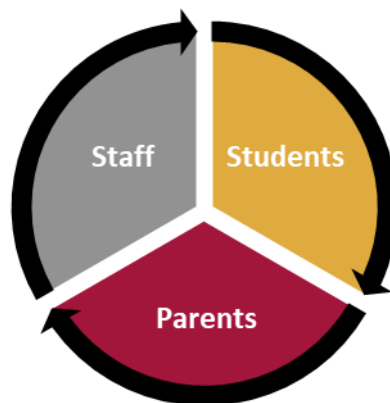
Our lived experience of '**Compassionate Excellence**' means that we **aspire**, **care**, and **include**. These values result in young people who are **inspired**, **confident**, and **fulfilled**. Students leave our school ready to rise to the challenges of their future.

All members of our community have the RIGHT:

- To feel and be safe in their working environment
- To be treated fairly, with respect and without prejudice
- To have a voice, to be listened to and to be included
- To deliver and receive a high quality education
- To be encouraged to explore, develop and flourish
- To be able to make mistakes and to have the chance to learn from them
- To be able to ask for, receive and offer support

All members of our community have the RESPONSIBILITY:

- To deliver our curriculum intentions for all learners
- To support students & guide them on how to improve
- To monitor pupils' wellbeing and to raise concerns
- To model standards and professionalism at all times
- To communicate respectfully with other staff, pupils & parents



- To meet the expectations for all Romsey Students
- To take care of our environment (local & global)
- To be honest and take responsibility for our actions
- To seek help and support from others as needed
- To communicate respectfully with other pupils, staff & parents

- To support their child in their learning, and the school in maintaining high standards
- To support and trust in the decisions made by the school staff
- To provide boundaries, model and encourage good behaviour
- To support their child in meeting the expectations for all Romsey Students
- To communicate respectfully with other parents, pupils & staff