

CARE
ASPIRE
INCLUDE



Science Resources

Assistant

Join Us

The Romsey School
Greatbridge
Romsey
Hampshire
SO51 8ZB

01794 512334
jobs@gatewaytrust.org
www.romsey.hants.sch.uk

#WEAREROMSEY

Key Information / Gateway Trust

We have one role available.

The Position

Post Title:	Science Resources Assistant
Academy:	The Romsey School
Pay Range:	Support staff Grade B
Line Manager:	Curriculum Lead Science and Senior Science Technician
Team:	Science Team
Year Group:	KS3 / KS4
Start Date:	1st September 2026
Closes:	Midnight 21st June 2026
Final Interview:	TBC
School Visit	Contact HR to arrange

HR Administrator - Applications & Procedure

Hazel Hampton:	jobs@gatewaytrust.org
	01794 517527



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

Science Resources Assistant

20 hours per week/39 weeks per year (Term time only)
Hours worked 10am to 2pm (preferred) with some flexibility available within the school day

Support Staff B Grade - £25,614 to £25,956 FTE per annum
(Actual Salary £11,875.10-£12,033.66)
Permanent contract
Required from 1st September 2026

We are seeking a reliable and enthusiastic Science Resources Assistant to support the delivery of practical science lessons across our school. This is an excellent opportunity for someone with an interest in science who enjoys working in a busy, hands-on environment.

Working closely with our Science Technicians and teaching staff, you will play a key role in ensuring that lessons are well-resourced, safe and engaging for students.

Key Responsibilities

- Collecting and clearing up after science lessons
- Clear, clean and store apparatus following practical sessions
- Maintain stock levels and organise resources, including photocopying and laminating
- Carry out basic maintenance (e.g. replacing batteries, washing goggles)
- Support safe storage and handling of equipment and chemicals in line with regulations
- Maintain tidy preparation areas and support stock organisation
- Assist with ordering and collecting supplies for practical work
- Report any faults, hazards or safety concerns promptly

About You

We are looking for someone who:

- Has a good general education, including GCSE Science (Grade C/4 or above)
- Has strong organisational skills and attention to detail
- Is confident using IT systems and standard office equipment

- Can manage their workload effectively and work as part of a team
- Has a genuine interest in science and supporting student learning
- Is reliable, flexible and able to remain calm under pressure
-

Previous experience working in a school or similar environment is desirable but not essential.

Why Join Us?

- Supportive and welcoming team
- Opportunity to develop practical and technical skills
- A varied role at the heart of the science department
- Term-time working, supporting a positive work-life balance

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-75973> to submit an application online.

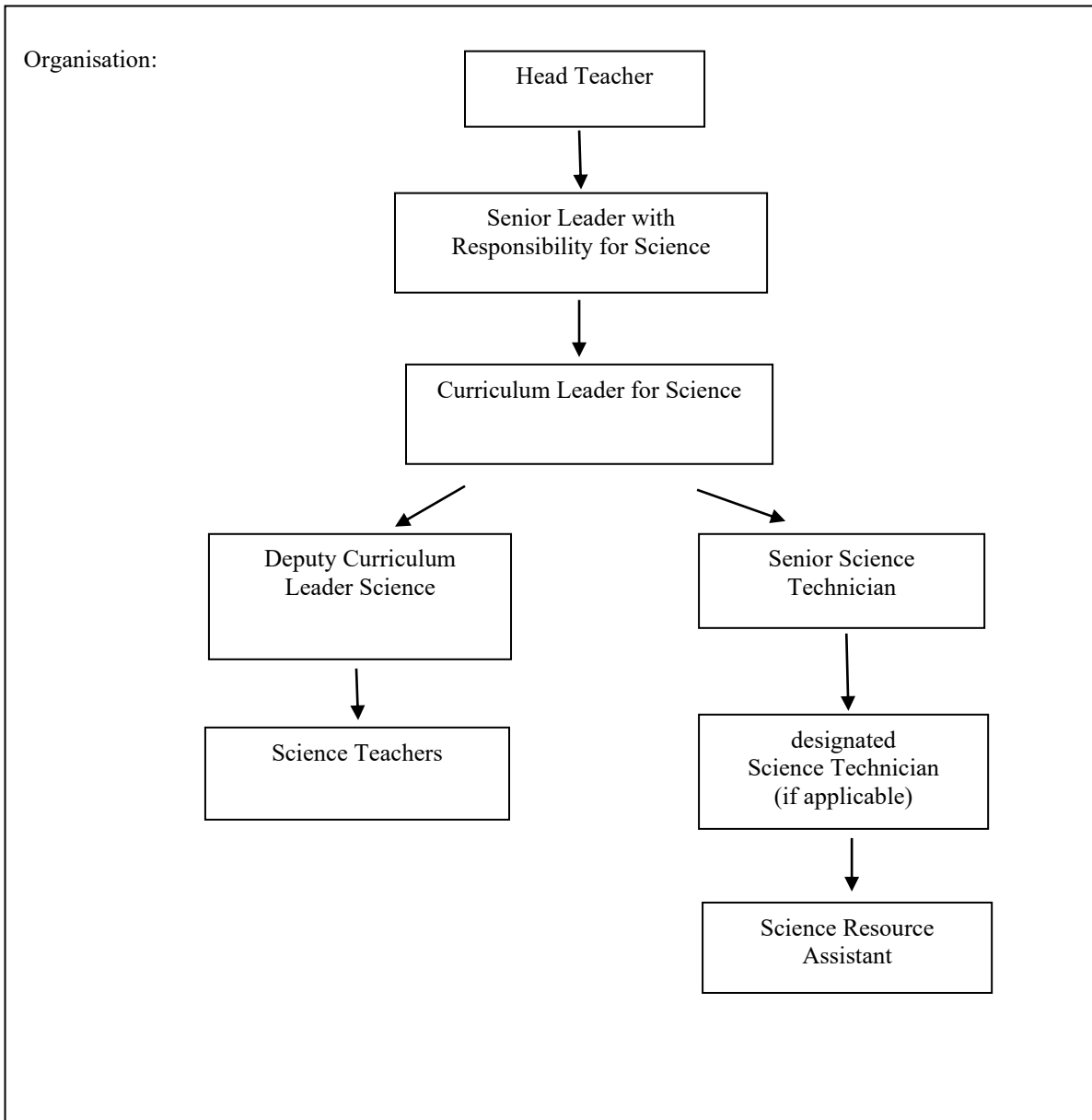
The Gateway Trust is an equal opportunity employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service.

Closing date: Midnight 21st June 2026

Interviews: TBC

Job Description – Science Resources Assistant

Reporting to:	Senior Science Technician or designated Science Technician
Responsible for:	Provision of support in relation to preparing, delivering and tidying resources for classroom use, to enhance student learning.
Liaising with:	Headteacher, Deputy and Assistant Headteachers, departmental teaching staff, relevant support staff, suppliers and governors
Working time:	20 hours per week, 39 weeks per year
Salary/grade:	Grade B
Technical Services:	<ul style="list-style-type: none"> • Disassembly and cleaning of equipment and apparatus following practical lessons. • Conducting regular checks of equipment, apparatus and stationery in classrooms ensuring that the required stock levels are maintained and reporting any issues to the Senior or designated Technician. • Keeping appropriate databases up to date annually, checking stock levels and ensuring the safe storage of equipment. • Organising resources for lessons such as photocopying and laminating. • Carrying out minor repairs and maintenance to certain items e.g. replacing batteries, washing goggles, watering plants. • Having an understanding of safe storage and CLEAPSS regulations in relation to chemicals, flammables and specialised solutions. • Communicate with other Technicians and Science staff about science matters e.g. new guidelines, new demonstrations, how to use equipment, health and safety matters. • Communicate with non-science-based staff when necessary. • Report problems, potential hazards, safety concerns and accidents to the appropriate staff. • Maintain the prep rooms and Technician’s Office in a tidy state.
General Duties:	<ul style="list-style-type: none"> • The attendance of staff meetings as required. • To be aware of the School’s Child Protection and Data Protection procedures. • To complete online training as required.



Science Resources Assistant - Person Specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Good general level of education including 5 GCSEs A*-C or equivalent 	<ul style="list-style-type: none"> ▪ GCSE grade C or higher in Science ▪ A-Level in a Science subject or higher
Professional Development	<ul style="list-style-type: none"> ▪ Evidence of knowledge and skills applicable to the role applied for 	<ul style="list-style-type: none"> ▪ Willingness to undertake training to keep skills and knowledge up to date
Experience	<ul style="list-style-type: none"> ▪ Some previous experience of working in a busy team environment ▪ Knowledge of Secondary School education ▪ Knowledge of young people's attitudes and how to engage them 	<ul style="list-style-type: none"> ▪ Previous experience of working in a school setting

	<ul style="list-style-type: none"> ▪ Awareness of health and safety responsibilities 	
Knowledge and Skills	<ul style="list-style-type: none"> ▪ An interest in science and an enthusiasm for scientific knowledge ▪ Excellent written and oral communication skills ▪ Technical skills – keyboard, ability to use Microsoft Office packages, Google drive and photocopiers ▪ Ability to prioritise and organise workload and keep accurate records ▪ Ability to develop good working relationships with staff and students ▪ Professionally discreet and able to respect confidentiality ▪ Awareness of child protection and data protection issues relevant to the post 	<ul style="list-style-type: none"> ▪ Knowledge of Health and Safety / security regulations and procedures ▪ Good working knowledge of COSHH and handling noxious substances
Personal Attributes	<ul style="list-style-type: none"> ▪ Team worker ▪ Trustworthy ▪ Ability to build positive relationships with staff and students ▪ Ability to stay calm under pressure ▪ Flexible, with a good sense of humour ▪ Good time-management skills 	

School Teaching and Learning Ethos:

Our Mission

Science Resources Assistant

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?

Annie Eagle (Headteacher)

Thank you for having an interest in coming to work at The Romsey School. Romsey School is a very special place. It is a place which prides itself on aspiration, on its exceptional Student Support, superb Teaching & Learning and on the highly effective relationships that we have across our community. Our culture is based on mutual respect and members of our community strive to be the best we can be every day. [This link](#) will give you more details about our school values and our curriculum intentions.



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 (Deputy 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 (Assistant Headteacher – Pupil Premium & Personal Development)

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 - Associate 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

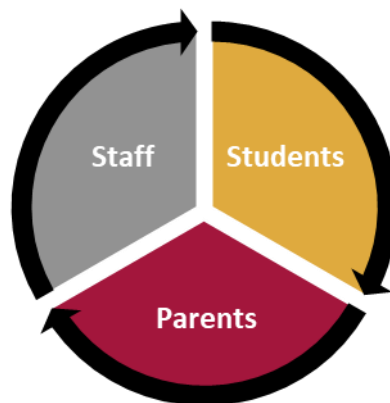
Our lived experience of '**Compassionate Excellence**' means that we **aspire**, **care**, and **include**. These values result in young people who are **inspired**, **confident**, and **fulfilled**. Students leave our school ready to rise to the challenges of their future.

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