

Job Description

Job Title:	Hairdressing Technician
Responsible To:	Technician Supervisor – Hospitality and Salon Studies
Line Management of other staff:	No
Location:	Colchester
Salary:	Actual Salary £21,261 - £21,783 per annum Full-time Salary £23,473 - £24,050 per annum
Date of last review:	April 2024

Purpose Statement:

To ensure that salons are maintained in a safe operational state, that all 'class' related resources are prepared in a timely manner and appropriate stock levels controlled.

Main Duties & Responsibilities:

1	Ensure all equipment is kept in an operational and safe state with relevant records maintained, to complete PA Testing training and compete PA testing on electrical equipment.
2	Adherence to Health & Safety at Work Regulations.
3	The promotion and development of safe working practices.
4	To undertake any training that is deemed necessary for the post, both professional development within Hairdressing and other related content.
5	Assist and support teaching staff and students with curriculum delivery.
6	All resources needed by teaching staff and students are prepared in a timely, effective and efficient manner.
7	To support students in small groups in salon and reception environment.
8	Order, monitor and control stock effectively and efficiently following CI regulations.
9	To develop and update personal professional expertise in the relevant areas.
10	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.

11	To undertake any other associated duties determined by the college.
----	---

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification

Job Title: Hairdressing Technician

Qualifications	Essential	Desirable	How is this assessed?
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent.	✓		A
Level 2 in Hairdressing.	✓		A
Assessors Awards.		✓	A
Level 2 in Beauty Therapy.		✓	A
Level 3 in Hairdressing.		✓	A
Experience	Essential	Desirable	How is this assessed?
Significant recent practical industrial experience within a Hair Salon.	✓		A
Knowledge of ordering and stock control.	✓		A / I
Awareness of Health and Safety at work and related curriculum issues.	✓		I
Experience of working in an educational Environment.		✓	A
Knowledge and Skills	Essential	Desirable	How is this assessed?
Ability to establish good working relations with staff at all levels.	✓		I
Excellent interpersonal, oral and written communication skills.	✓		I
Excellent IT Skills.	✓		I
Excellent administration and organisational Skills.	✓		I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		I
Personal Attributes	Essential	Desirable	How is this assessed?
Willingness to work evenings	✓		I

Willingness to travel to the Colchester Institute's other sites as and when required	✓		I
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test