

Colchester Institute Job Description

Job Title:	Beauty Therapy Technician
Responsible To:	Hairdressing and Beauty Therapy Technician Supervisor and Area Head Salon Studies
Line Management of other staff:	No
Location:	Colchester
Salary:	Full Time Salary £21,744 - £22,372 per annum

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	All equipment is kept in an operational and safe state with relevant records maintained.
2	Adherence to Health & Safety at Work Regulations.
3	The promotion & development of safe working practices.
4	To undertake any training that is deemed necessary for the post.
5	Assist and support teaching staff & students with curriculum delivery. This includes working during the day and evenings, according to shift pattern allocated.
6	All resources needed by teaching staff & students are prepared in a timely, effective & 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

Colchester Institute Person Specification
Position: Beauty Therapy Technician

	Essential	Desirable	How is this assessed?
Qualifications			
Education to level 3 or above and/or a professional qualification in Beauty Therapy	✓		A
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 or above and/or a professional qualification in hairdressing		✓	A
Assessor Awards		✓	A
Experience			
Significant recent practical industrial experience within a beauty salon.	✓		A / I / P
Experience of working within an educational environment.		✓	A / I
Knowledge and Skills			
Knowledge of ordering and stock control.	✓		A / I
Awareness of Health and Safety at work and related curriculum issues.	✓		I
Confident IT user skills.	✓		I
To have good house-keeping skills.	✓		I
Have good oral communication skills.	✓		I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		I
Personal Attributes			

Ability to work flexibly to meet changing needs and work demands.	✓		I
Travel and support at all campuses on a regular timetabled basis.	✓		I
To be prepared to cover sickness and absence at short notice at either Colchester or Braintree Campus.	✓		I
Possess a 'can do' attitude.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I
A strong commitment to diversity, equity and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I

KEY:

A	Application
I	Interview
P	Presentation