

JOB DESCRIPTION

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| Job Title | Hair & Beauty Salon Technician |
| Pay Band | 3 |
| Department | Service Industries |
| Line Manager | Curriculum Manager |

OBJECTIVE AND PURPOSE OF THE JOB

To work with staff, students and the general public, to ensure the smooth running of the Lee Stafford Hair and Beauty Academy.

MAIN DUTIES AND RESPONSIBILITIES OF THE POST

- Liaise with the lecturers delivering the curriculum in order to support their teaching.
- Prepare equipment and materials for practical sessions.
- Ensure health and safety procedures are reinforced and followed in the salon at all times.
- Undertake the required PAT testing procedures for electrical equipment/ machinery.
- Maintain a record of stock to be submitted monthly to the Finance Department, place orders as appropriate and ensure that sufficient materials are in stock for lecturers to deliver the curriculum.
- Assist in the efficient operation of the Lee Stafford Hair and Beauty Academy including liaising and dealing with clients.
- Supervision of the reception desk and the activities of the students who are on reception duty.
- Participating in any Curriculum Area promotional and marketing activities.
- Organise and maintain the salon equipment.
- Supervise the use of the laundry facilities by the students and complete laundry cycles, where necessary.
- Supervise the use of the salon by student groups.
- Manage the operation of the Dispensary area.
- Supervise the handling of cash transactions by students and liaise with the Finance Office, as appropriate.

- Supervise students in both the operation of equipment, and the acquisition of skills and techniques where appropriate.
- Assist students in the maintenance of their records, where appropriate.
- Use of word processing skills.
- Photocopying, filing and related administrative tasks.
- Liaise with Company Representatives with regards to products, equipment, uniforms, kits, etc.
- To support, contribute to and take personal responsibility for implementing the College's commitment to Equality and Diversity.
- Responsibility for overseeing commercial enterprise in the salon during holiday periods.

3. Other duties applicable to all staff working at Abingdon and Witney College

- Participate in a programme of personal development.
- Keep abreast of developments in your area.
- Adhere to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopt high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.
- Undertake other duties as may reasonably be required, commensurate with the grade at any of the college sites and provides cover for other work in the personnel office if staff are absent.

PERSON SPECIFICATION

The successful candidate should ideally have

| | Essential Criteria | How Assessed |
|----|--|-----------------------------|
| 1 | Level 2 in Numeracy and Literacy | Test at interview |
| 2 | NVQ 2 Beauty Therapy/ Hairdressing qualification (or equivalent) | Application form, interview |
| 3 | experience of working within the Beauty Therapy/Hairdressing industry | Application form, interview |
| 4 | experience of work in a support role | Application form, interview |
| 5 | good communication and literacy skills | Application form, interview |
| 6 | experience of handling money | Application form, interview |
| 7 | the ability to work with a range of people including staff, students and members of the public | Application form, interview |
| 8 | the ability to maintain simple records | Application form, interview |
| 9 | willingness to undertake training where necessary | Application form, interview |
| 10 | the ability to use IT to aid record keeping | Application form, interview |

| | Desirable Criteria | How Assessed |
|---|--|-----------------------------|
| 1 | a qualification in IT or willingness to achieve this | Application form, interview |
| 2 | Assessors Award, or willingness to achieve this | Application form, interview |
| 3 | a first aid qualification or willingness to achieve this | Application form, interview |
| 4 | a Health and Safety qualification or willingness to achieve this | Application form, interview |
| 5 | A PAT testing qualification, or willingness to achieve this | Application form, interview |
| 6 | A Level 3 Beauty Therapy qualification | Application form, interview |
| 7 | First Aid at Work qualification or willingness to achieve this. | Application form, interview |

For the right candidate training can be given in any of the above.

CONDITIONS OF SERVICE

Beauty Salon Technician

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| Hours of work | 37 hours per week, 52 weeks per year |
| Holidays | 24 days rising to 29 days after 5 years plus public holidays |
| Payment | Monthly payments direct to bank via BACS. |
| Medical | A medical questionnaire must be completed, and the appointment will be subject to medical clearance. |
| DBS | All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request. |
| Smoking | Abingdon and Witney College has a non-smoking policy |
| Pension | Employees are automatically admitted to the Teachers' Pension Scheme. Details can be obtained from the College on appointment. |

The details shown under this section are for broad information only and must not be taken as a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

✓✓ **Abingdon & Witney College is committed to good practice in employing people with disabilities. To this end the College will:**

- * Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- * Ask employees with disabilities at least once a year what can be done to be sure that they can develop and use their abilities at work.
- * Make every effort when employees become disabled to make sure they stay in employment.
- * Make sure key employees develop the awareness of disability needed to make this commitment work.
- * Review these commitments annually.