



Job description

Job title: Technical Support Officer (TSO) Hair/Media make-up/Beauty Therapy

Reporting to: Senior Technical Supervisor

Main Contacts: Students, clients, college staff

Main Purposes:

To work alongside other TSOs in supporting the technical provision in HBT & where required to support the catering/bakery TSOs.

To prepare, maintain and contribute to the smooth running and safe working practices within all working spaces including the dispensary, teaching areas, store rooms, laundry, learning resources and reception.

Main tasks

1. To support fellow TSOs, ensuring that daily tasks are equally shared so that the demands of the department are met
2. To support the ordering of consumables and equipment.
3. To accept and record delivery of goods, equipment and stationery.
4. Be proactive in the safe storage and security of all equipment and products, in allocated areas of HBT
5. To work pro-actively with teaching staff to ensure continuous support for learning
6. To support the Senior Technical Supervisor in implementing Health & Safety, COSHH regulations and risk assessments within the department and provide appropriate product information and instruction to students on safe usage of equipment and products.
7. Contribute to appropriate team meetings.
8. Keep the HBT environment fit for purpose and maintained to a high professional standard, to include salons, dispensary and laundry
9. Support for reception and other client services
10. Assist in promotional activities including competitions and commercial activities
1. To undertake evening duties in accordance with rotas.

2. To undertake such training as may be necessary to fulfil the requirements of the role.
3. To undertake off site duties where agreed by Curriculum HoD
4. To carry out all duties related to the post with full regard to the College's Equal Opportunities policy.
5. To work flexibly due to the changing nature of provision within the curriculum teams.
6. To be prepared to work on other sites as circumstances dictate.

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| Minimum Essential Requirements | Method of Assessment |
|--|-----------------------|
| 1. Ability to communicate effectively with all levels of staff, students and clients. | Application/Interview |
| 2. Ability to work as part of a team | Application/Interview |
| 3. Ability to work with chemicals in a safe manner | Application/Interview |
| 4. Ability to keep accurate clerical records | Application/Interview |
| 5. The ability to handle cash & electronic payment systems | Application/Interview |
| 6. Knowledge of Health & Safety Practice relating to hairdressing and beauty therapy | Application/Interview |
| 7. Ability to work in a flexible and supportive way across a range of disciplines. | Application/Interview |
| Experience / Qualifications/ Training | |
| 1. Experience of working within a Hairdressing and Beauty Therapy environment | Application/Interview |
| 2. Qualification in either Hairdressing & Beauty Therapy | Application/Interview |
| 3. Experience of using ICT facilities | Application/Interview |
| Work Related Circumstances | |
| 1. Willingness to work across sites | Interview |
| 2. Willingness to participate in staff development activities | Interview |
| 3. Willingness to attend a wide range of meetings | Interview |
| 4. Willingness to implement the Corporation Equal Opportunity policy | Interview |
| 5. Willingness to work flexibly within conditions of service. | Interview |
| 6. Willingness to adhere to all College policies and in particular those relating to the Health and Safety and Smoking policies. | Interview |