

**Job Description:**

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| **Post:** | ***Assistant Technician. Hairdressing, Beauty Therapy & Theatrical make up*** |
| **Salary Grade:** | ***Grade 2 (£15,749.94-£18,143.64)*** |
| **Responsible to:** | ***Line manager Mel Reid & learning manager Lisa Portal*** |
| **Responsible for:** | ***N/A*** |

**Key Purpose:**

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| **1** | To ensure that student and staff needs are met in a responsive way in line with the concepts of inclusive learning |
| **2** | To assist with the daily operations of workshop equipment, teaching resources and the preparation of all salons. |
| **3** | To assist with Health & Safety and ensure guidelines are adhered to. |
| **4** | To assist with reception duties and marketing |
| **5** | To assist with the deep cleaning of the salons |

**Key Responsibilities and Accountabilities:**

|  |  |
| --- | --- |
| **A** | *To participate in curriculum area, college, employer/parent/open evenings/open weekends as required* |
| **B** | Assisting students & the team with technical support. Upkeep of all paperwork for students and staff via reprographics. |
| **C** | *Cleaning duties to include, the cleaning of all salons after every session and a deep clean of each salon once a week using check sheets.* |
| **D** | Checking and cleaning hot, warm & paraffin wax pots, replenishing the wax |
| **E** | Cleaning & checking of all electrical equipment in both hairdressing & beauty therapy |
| **F** | Cleaning & checking all trolleys, placing bins and stools under the beds and cleaning the sink area including tidying under the sinks. |
| **G** | Cleaning & checking all work stations & mirrors |
| **H** | Cleaning & checking all colour trolleys |
| **I** | Laundering the towels & blankets folding and placing in relevant area, keeping towels tidy in all salons |
| **J** | , Stock checking of all products and electrical equipment / assist with stock order and replenishing all stock in salons |
| **K** | Reception to include. Dealing with client enquiries |
| **L** | Welcoming clients, booking in and cancellation of clients, in person and over the telephone |
| **M** | Handling money, taking money, organising change for the till, cashing up and securing money at the end of the day/session. To assist with the updating of social media with events for our curriculum area. |
| **N** | Assisting students on reception |
| **O** | Assist with updating all COSHH |
| **P** | Assist with updating all risk assessments |
| **Q** | Assist with inventory |
| **R** | Adhering to all requirements on the various check lists and signing to say job is complete |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety. |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults. |
| **6** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards |
| **7** | Provide the best possible service to customers (both internal and external) in line with College standards. |

This job description is current as at the date shown below.

In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | *Level 2 qualification in relevant subject area* |  | y | A |
| 2 | Level 2 qualification literacy & numeracy | y |  | A |
| 3 | Assessor qualification |  |  | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  | y |  |
| 4 | *Relevant industrial/subject experience* |  |  | A/I |
| **5** | Working knowledge of the relevant vocational area |  |  | A/I |
| 6 | Microsoft office applications, including word & works | y |  | A/I |
| 7 | Social media including Instagram/Facebook/ twitter |  | y | A/I |
| 8 | Administration experience |  | y | A/I |
| 9 | knowledge of health & safety legislation |  | y | A/I |
| 10 | Knowledge of COSHH |  | y | A/I |
| 11 | Knowledge of stock taking |  | y | A/I |
| 12 | Knowledge of risk assessments |  | y | A/I |
| 13 | An understanding of safeguarding vulnerable groups |  | y | A/I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 14 | Time management skills, organisational skills and the ability to prioritise tasks effectively | y |  | A/I |
| 15 | Ability to communicate to a diverse range of people at all ages and levels, both verbally and written | y |  | A/I |
| 16 | Ability to work alone and as part of a team | y |  | A/I |
| 17 | Ability to manage challenging behaviour | y |  | A/I |
| 18 | Ability to solve problems and make decisions | y |  | A/I |
| 19 | Flexible in approach | y |  | I |
| 20 | Committed to student support | y |  | I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment