

**Job title:** Hairdressing and Beauty Therapy Salon Technician

**Responsible to:** Head of Hair and Beauty

**Responsible for:** Ensuring the smooth running of the salon for training within the Hairdressing and Beauty salons along with Reception by:

- a) Ordering of resources to ensure adequate stocks are held at all times
  - b) Preparing rooms for teaching sessions with products and supplies, including towels and couch covers, and extra couches, examination tables etc as required for teaching and salon sessions
  - c) Ensuring products and equipment are stored securely and safely and keys for all controlled areas are locked away
  - d) Ensuring the laundering of towels and couch covers is done as required
  - e) Ensuring equipment, stock cupboards, sinks, trolleys, product containers are clean and tidy to maintain a professional working environment plus health and safety standards
  - f) Ensuring the salons are left in a professional manner after each class, and preparing the areas for the next training session
  - g) Cleaning the salons and portable equipment on a regular basis, to maintain hygiene standards and meet realistic working conditions as specified by the Awarding Body
  - h) To complete a spring clean of every salon every half term, for both fixtures and fitting, including permanent fixtures, bedding and flooring
  - i) Liaising and assisting teaching staff where appropriate to set up teaching areas and the salons
  - j) Ensuring the inventory (with serial number if available) for all electrical equipment in rooms AC 108, AC109, AC110 and the stock room is kept up to date and that the equipment is checked against the agree schedule
  - k) Ensuring all waste, including clinical waste and sharps, is disposed of according to health and safety guidelines
  - l) Training and overseeing accurate till use for all classes with fee paying clients
  - m) Ensuring correct paperwork is available for classes, e.g. consultation forms, treatment forms and other photocopying as required
  - n) Assisting with the maintenance of the reception area, liaising with clients for appointments and dealing with the answer machine, liaising with staff for workshop appointment pages and keeping workshops running to a high RWE standard
  - o) Prepare for External Verification visits with regard to realistic working environment and stock preparation
  - p) Assisting with the production of PR materials for clients, promotions and special events
  - q) Attendance at open evenings', external promotions and events (e.g. schools and trips)
  - r) Attending trips and supervising students when off-site
  - s) Prioritise the safeguarding of all students and participate in training on safeguarding matters
  - t) Contribute to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
  - u) Any other tasks reasonably required by the Principal/Director
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