



# JOB DESCRIPTION

**POST TITLE:** RECEPTIONIST/TECHNICIAN - HAIR & BEAUTY  
(50%; TERM-TIME ONLY)  
**POST NUMBER:** WREQ2716  
**GRADE:** HAY 10 SCALE

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## JOB PURPOSE

As the Hair and Beauty Receptionist / Technician, you will be providing technical and client support to a number of curriculum programmes within the Hair and Beauty Centre at Weston College.

## DUTIES AND RESPONSIBILITIES

As post-holder, you will be responsible to the Subject Curriculum Coordinator, and ultimately to the Dean of Study, for the following:

- Providing technical and client support for academic and support staff across a range of disciplines.
- Be responsible as the main contact between clients/general public and staff within HBC.
- Daily cashing up and weekly finance balance along with booking and greeting clients.
- Responsible for client safety on arrival and colour patch testing as required.
- Supporting learners through their reception skills and unit achievement.
- Sourcing, controlling, and administering resources to academic and support staff.
- Undertaking the servicing and maintenance of equipment and arranging repairs, where appropriate and necessary.
- Maintaining an inventory of all equipment, apparatus, and resources, and to organise the staff storage of equipment, apparatus, and resources, whilst conforming to all relevant Health and Safety regulations.
- Ensuring a full laundry support to the Hair and Beauty Division.

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- Collecting, laundering, and returning items, such as towels and gowns, for the Hair and Beauty Division.
- Operating equipment, including loading of automatic washing and drying machines with laundry, and using detergents, as required.
- Maintaining the cleanliness of all equipment and reporting any faults / breakdown of equipment to the Curriculum Manager.

## **GENERIC TASKS AND RESPONSIBILITIES**

In addition to the requirements of the post above, you will be required to:

- Complete all associated organisation / administrative work.
- Keep and maintain specified records.
- Assist with administration, interview, enrolment and identification of learner requirements.
- Participate in programme / school / college activities as requested, including parents' evenings, career events, open days, and other publicity and public relations events.
- Participate and undertake Staff Appraisal and in-service training, based upon an assessment of individual service needs.
- Meet the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Procedures.
- Contribute to the development and continual improvement of curriculum, co-ordinating effectively with both staff and students.
- Be prepared to operate on a flexible year, as required.
- Comply with Information Security requirements, in line with Weston College policy.
- Undertake such duties as may be reasonably required, commensurate with the grade of the appointment.



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## HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. Staff are required to refer to Weston College Health and Safety Policies in respect to their specific duties and responsibilities.

## STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

## CONDITIONS OF SERVICE

The College standard Contract of Service for Support staff applies.

### **SALARY**

Hay 10 Scale, Points 18-21: £7,759.72 to £8,647.78 per annum (actual).

### **HOURS**

Hours of attendance: Part-time, 18.5 hours per week  
(term-time only).

*The post is term-time only (38 weeks per academic year), working 18.5 hours per week. Holidays must therefore, be taken outside the terms of the academic year.*

***Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.***

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C / 4 or above (or equivalent) including English Language and Mathematics <i>All applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
Previous experience of customer service	✓	
Working knowledge of Health and Safety, covering COSHH and salon hygiene.	✓	
Understanding of stock control and / or purchasing systems.		✓
Understanding of either Hairdressing, Beauty Therapy or Barbering.	✓	
Ability to work independently, without direction.	✓	
Highly motivated.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills.	✓	
Ability to work as part of a team.	✓	
Excellent communication skills.	✓	
Setting and achieving high standards for yourself.	✓	
Promoting a culture of involvement, listening, and responsiveness to students' needs.	✓	