**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School/College:** | **Springwood High School** |
| **Job Title:** | **Hair & Beauty Technician** |
| **Grade:** | **Point 3 – 4, (£18,065 - £18,426 per annum FTE) Please note that salary will be pro rata. (£9.36 - £9.55/hour)** |
| **Hours/weeks:** | **10 hours per week, 39 weeks per year (Term Time + 1 week)** |
| **Responsible to:** | **Hairdressing Teacher** |
| **Working With:** | **Hairdressing Teacher**  **Head of Department: Technology**  **Students** |

**Purpose of the Job**

To support the efficient running of the Hair & Beauty Department by ensuring that equipment and the general area is prepared, clean and ready for lessons at all times and that the salon is a clean and welcoming environment for staff, students and clients.

**Responsibilities**

**Cleaning/Tidying**

To clean make up equipment daily and as needed – make up brushes, pallets, drawers.

To de-hair and clean rollers and brushes as needed

To wipe down trollies, couches/stools, and manicure area with surgical spirits. Remove any hair wrapped around the wheels of the trollies.

To wash towels, fold and put away.

To clean vent in tumble drier after use.

To clean all product shelves regularly.

To ensure all mirrors and mag lamps are clean

To clean department sinks after use and at the end of the day

To clean and tidy all work units at the end of the day and as needed following lessons/clients.

To wipe over hood dryers and climazone at the end of the day.

To wipe over salon chairs and clean base after use and at the end of the day.

To ensure that make up drawers are tidy.

To keep cupboards tidy and to list department stock for reordering whilst doing so.

To keep electrical equipment tidy (wires wrapped neatly) when not in use.

To tidy Perm rods and check rubber bands

To wipe out ends of hair units

**Preparation**

To cut cotton wool ready for lessons.

To keep shampoo and conditioners topped up and clean.

To refill and check barbacide at the end of the day and as needed.

**Reception duties**

To Answer the telephone and relay messages

As required, welcome visitors to the salon

**Other Duties**

To ensure all SEN-D information is prepared in line with the Technology department policy and is confidentially available in the salon. To regularly update the SEN-D information.

To ensure an awareness and knowledge of Health and Safety procedures. To attend Health and Safety Training where required.

To be a First-Aider, to attend First-Aid training courses as required and to maintain training records.

To act quickly and effectively to prevent accidents if observing unsafe practice or faulty equipment.

To perform a visual check of equipment at the start of lessons and report and problems to the Hairdressing Teacher.

Other reasonable duties as requested by the Hairdressing Teacher.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English |  | **🗸** | Appl/Int |
| Level 2 Maths |  | **🗸** |
| Relevant Hair & Beauty Qualification |  | **🗸** |
| Relevant Health and Safety Qualification |  | **🗸** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Significant experience of working with young people | **🗸** |  | Appl/Int/Ref |
| Significant experience of cleaning in a professional environment | **🗸** |  |
| Experience of stock taking and stock control |  | **🗸** |
| Significant experience in maintaining order in a busy working environment | **🗸** |  |
| Experience of managing own workload and ability to effectively prioritise tasks | **🗸** |  |
| Experience of basic Reception duties |  | **🗸** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Good organisational and time management skills | **🗸** |  | Appl/Int/Ref |
| Good communication skills | **🗸** |  |
| Willingness and desire to support others | **🗸** |  |
| Ability to stay calm under pressure | **🗸** |  |

Appl = Application form Int = Interview Ref = Reference