

**Post Title:** Technician (Hair & Beauty)

**Place of Work:** The role is based at the Dartford and Gravesend campuses, but the nature of the work may require travel to any of the College sites as required.

**Hours of Work:** 37 hours per week / 52 weeks per year

**Salary:** Tier 7

**Accountable to:** Head of Curriculum - (Hair & Beauty)



### Summary:

To provide technical support for the delivery of the Hair & Beauty department and support the courses. To prepare learning materials for practical sessions in the Design workshops.

### Duties, Responsibilities and Accountabilities:

- To maintain hand and machine tools, other equipment, and cleanliness of work areas associated with the department.
- To order and prepare materials for students use, and control stock.
- Act as safety observer during practical workshop demonstrations.
- Cooperate with lecturing staff in the preparation and development of facilities.
- Assist lecturers with demonstrations as required and effectively communicate with staff and students.
- Support the running of the commercial salon by completing reception duties as and when required, ensuring clients receive a positive experience whilst utilising our services.
- Assist in the production of teaching models and aids across the Hair & Beauty department.
- Requisition, storage and custody of goods and supplies for Corporation purposes.
- Contribute to safe working practices at all times and in all places, in accordance with the Health and Safety at Work Act and be responsible for risk assessments in practical areas.
- Assist as required with the maintenance of College premises and equipment within the scope of your special training or expertise.
- Actively participate in staff development training / programmes.
- You will be required to meet College IT standards specific for the role.
- Any other task within the range of the roles and responsibility of the position.

**All employees of the College are expected to work in such a way that delivers the following behaviours:**

1. Customer focussed, through a "can do" attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY (Application, Task, Interview)
(1) Qualifications:			

Minimum of Level 2 competence qualification in an appropriate Hair & Beauty trade		√	Application
A1 Assessor Qualification		√	Application
V1 Verifier Qualification		√	Application
<b>(2) Knowledge to include:</b>			
Health and Safety in relation to the subject area	√		Application / Interview
Working knowledge of Hair & Beauty		√	Application / Interview
<b>(3) Experience to include:</b>			
Demonstratable experience in the Hair & Beauty industry	√		Application / Interview
Supervisory skills and experience		√	Application / Interview
<b>(4) Skills and Attributes to include:</b>			
Proactive and able to work on own initiative	√		Application / Interview
A confident and friendly manner, excellent interpersonal skills and an ability to communicate with a wide range of people	√		Application / Interview
Flexible and adaptable approach to work	√		Application / Interview
Strong literacy Skills	√		Application / Interview
Computer literate		√	Application / Interview

### General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_