



## **JOB DESCRIPTION**

<b>Post:</b>	<b>Hair and Beauty Technician</b>
<b>Responsible to:</b>	Head of Faculty - Occupational
<b>Salary:</b>	£24,454 Pro Rata (£10,338 per annum) 18.5 Hours per week, Term Time Only – 38 Weeks Fixed Term until 31 August 2027
<b>Conditions of Service:</b>	Truro and Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	To maintain all Hair/Beauty equipment and materials and support the learning process.
<b>Specific Duties:</b>	<p>To set up and clear equipment and prepare learning materials as directed by lecturing staff.</p> <p>To maintain Hair/Beauty equipment and materials.</p> <p>To support lecturing staff in the day-to-day organisation and maintenance of salons/reception area and Senara Restaurant.</p> <p>To maintain appropriate records and inventories for stock control purposes as directed by lecturing staff.</p> <p>To answer telephone and take bookings.</p> <p>To support student study.</p> <p>To be responsible for laundry, including collection and return.</p>



**General Requirements:**

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To always maintain the highest standards of professional behaviour (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.



The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



## PERSON SPECIFICATION

### **Hair and Beauty Technician**

Ideally, the person appointed will have the following skills and experience:

- A good background in Hairdressing or Beauty Therapy experience, some industrial.
- A particular interest and ability in practical work.
- Experience of preparing solutions/colours etc.
- Good administrative and organisation abilities.
- A willingness to take responsibility for some areas of the technical services and awareness of health and safety issues.
- Good interpersonal skills in dealing with staff and students.

The College is registered with the Disclosure and Barring Service, and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College are committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

# THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

## OUR AMBITIONS

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|----------------------|---|
| <b>LOOK FURTHER</b>  | <ul style="list-style-type: none"> <li>• <b>Aspiration:</b> Students gain the confidence and self-belief to set ambitious progression and career goals</li> <li>• <b>Inspiration:</b> Students are inspired by interactions with staff, stakeholders and alumni</li> </ul>  |
| <b>REACH FURTHER</b> | <ul style="list-style-type: none"> <li>• <b>Triumph:</b> Students exceed expectation and achieve their full potential</li> <li>• <b>Talent:</b> Expert lecturers with a passion for teaching, learning and assessment</li> <li>• <b>T&amp;PC Magic:</b> exceptional facilities, enrichment and opportunities</li> </ul>   |
| <b>GO FURTHER</b>    | <ul style="list-style-type: none"> <li>• <b>Progression:</b> Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers</li> <li>• <b>Prosper:</b> Students develop the skills needed to flourish at university or in employment</li> <li>• <b>Productivity:</b> Students gain the skills employers need, supporting the economy to thrive</li> </ul> |

## OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

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|-------------------|---|
| <b>WELLBEING</b>  | Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future. |
| <b>ENGAGEMENT</b> | Taking full advantage of the opportunities available to us, both at college and beyond.   |
| <b>ASPIRATION</b> | Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see. |
| <b>RESPECT</b>    | Playing an active part in creating positive inclusive communities, where everyone is valued and respected.                                |