



Job Description

Organisation:	Printworks (Leeds City College)
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds City College
Core Job Role:	Hair Stylist
Job Title:	Hair Stylist
Reports to:	Printworks Salon Managers
Grade	LC2
Date of compilation:	23 June 2023

ROLE SUMMARY:

The Hair Stylist will be part of the Printworks Salon & Spa team assisting in the day-to-day running of the business. Providing hair services and treatments to the highest standard and working collaboratively with the Salon Manager to drive the business forward.

This role will require evening and Saturday working

SPECIFIC ROLE RESPONSIBILITIES:

1. Perform all hair stylist services to a high standard
2. Perform thorough consultation with each client enabling you to tailor each service to suit the client's needs
3. Work closely with the spa manager to develop strategies and drive the business forward

CORE RESPONSIBILITIES:

1. Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff development schemes.
2. Carry out general reception duties, meeting and greeting clients, taking enquiries, making bookings to ensuring the business runs effectively and efficiently
3. Cash handling, taking payment for clients

4. General essential cleaning duties will be required to ensure the salon is kept immaculate and the highest standards of cleanliness are upheld at all times
5. Consistently achieve targets set for rebooking and retailing
6. Take part in internal and external promotional events to promote products and services offered by the business
7. Mentor less experienced members of the team to achieve their full potential, sharing knowledge and expertise
8. Support the Campus with student activities
9. Participate, as appropriate, in the College's examination process |

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Hair Stylist
Department	Printworks Salon & Spa – Creative Styling and Wellbeing

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. L2 qualification in Maths and English or equivalent riteria	A / C
E	Q2.Minimum of level 3 professional/associated vocational qualification Criteria	A / C
E	Q3. Relevant recognized professional attainments riteria	A / C
D	Q4. Assesor Qualification or willing to work towards	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Wide, current and relevant commercial industrial/sector knowledge and experience to enable delivery of hair services and treatments to a high standard	[A / I / T]

E	EK2. Awareness of current industry market trends and how they may influence the business criteria	A / I
E	EK3. Experience of managing a busy column of clients effectively delivering a wide variety of hair services Criteria	A / I
E	EK4. Experience working effectively within a team to achieve success Criteria	A / I
D	Experience of taking part in external or internal events such as formal functions, new product launches Criteria	A / I
D	Cr EK7. Knowledge of Wella professional hair care products	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. An enthusiastic individual with a passion for the industry, who is able to use own initiative and work without supervision	A / I
E	SC2. Excellent communication skills, being able to build a strong rapport with clientele, as well as communicate effectively within the team Criteria	A / I
D	SC3. Sound analytical and computing skills Criteria	A
E	SC4. Demonstrate commitment to the role Criteria	A / I
E	SC5. Deliver strong customer service skills to be able to provide high levels of customer care at all times Criteria	A / I
E	SC6. Be able to effectively manage time and complete task in a timely and efficient manner Criteria	A / I
E	C SC7. Be well presented in line with the brand standards to promote a professional image criteria	A / I

E	SC8. An enthusiasm and commitment to provide continuous quality improvement of the required systems and procedures to support the business need eria	A / I
E	SC9. The ability to work as a pro-active supportive member of the team is vital, along with skills to motivate and inspire success amongst colleagues Criteria	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I