

## **JOB DESCRIPTION & PERSON SPECIFICATION**

**Job Title:** Technician – Hair & Beauty

**Job Ref:** REQ000078

**Contract Type:** Permanent

**Hours per week:** 36.5

**Post:** Full Time

**T&C's** Business Support

**Band:** C

**Salary:** £18,000 to £20,000

**Location:** Digbeth Campus\*

\*Post holders can be required to work at any South and City College Centre

**Responsible to:** Senior Technician

### **Aims of Job/Job Purpose**

The post holder will provide technical guidance, support and assistance on a wide range of duties in relation to workshop activities and support the learners and keep an accurate inventory and equipment and consumables.

### **Key Accountabilities and Responsibilities**

1. Keep salons and clinics clean and tidy.
2. Work alongside and support the senior technician and lecturers in all practical lessons.
3. Assist in keeping an inventory of equipment and consumables.
4. Liaise with clients and sales representatives.
5. Check equipment on a daily basis to make sure it is in a safe working order at all times.
6. Assist the senior technician with the allocation of work as appropriate.
7. Attend and contribute to the Divisional meetings.
8. Assist with equipment, consumables and co-ordination of Health & Safety and Risk Assessment activities for all areas.
9. Facilitate meeting the College's health and safety requirements.
10. Reception duties.
11. Monitor and maintain laundry.
12. Any other duties which are commensurate with the grade and nature of the post.
13. Assisting with competition work, attending competitions with the Tutor if require – which may include some weekends and all associated paperwork.

## Other Duties and Responsibilities

- a) Comply with internal and external quality standards and contribute to the College's strategic aims.
- b) Comply with College policies and procedures and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Appraisal scheme and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equal Opportunity policies.

## PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
Demonstrable administrative and organisational skills	√		Application Form/Interview/
Excellent IT skills to include Microsoft Office packages and Management Information Systems	√		Application Form/Interview/
Experience of working within a team	√		Application Form/Interview/
Demonstrable communication skills	√		Application Form/Interview /
Demonstrable numeracy and literacy skills	√		Application Form/Interview/
Demonstrable record of working flexibly and using own initiative	√		Application Form/Interview/
Experience of working to pressure and tight deadlines	√		Application Form/Interview
Demonstrable record of achievement against objectives and targets	√		Application Form/Interview