



CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [Strategic Plan](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community.

We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Croydon Campus

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies

Salon Manager- Job Description

<u>Hours and Basis:</u>	27.5 hours per week, 52 weeks per year (0.5FTE)
<u>Salary:</u>	£36,500 per annum Full Time Equivalent salary, inclusive of London Weighting. £18,250 per annum Actual Salary (0.5 FTE)



Overall Purpose Scope:

The post-holder will be required to identify, plan, organise, direct and control a diverse range of services to support educational training and assessment, and for commercial purposes both within the College and for outside bodies as required.

Main Duties and Responsibilities:

Operational Responsibilities:

1. Identify and build an up-to-date electronic database of customers to generate income from the salons.
2. Generate income and strengthen business links with the Hair and Beauty industry through the provision of a range of services including competitions, product development, hire of facilities and short course development.
3. Manage the cost-effective use of resources to facilitate an extensive range of curriculum enhancement activities to retain and increase student enrolments and be responsive to industry needs.
4. Develop and implement an online stock control system to maximise cost effectiveness.
5. Develop effective sales of all salon products from educational training and assessment.
6. Produce and implement a development plan to enhance links with industry in conjunction with Curriculum Manager.
7. Support the implementation of new curriculum offerings and other College innovations.
8. Plan the most cost-effective use of resources to drive efficiencies.
9. Liaise with a range of internal and external stakeholders to ensure maximum cost effectiveness, quality and compliance with all legislation, liaising with various college managers and the business clients as appropriate.
10. Undertake appropriate research to keep up to date with legislation and modern trends and changes in the industry to support Department activities.
11. Attend meetings, prepare materials, provide and present statistical data/projections on sales and marketing of all services.
12. Prepare business development documents including business cases, economic appraisals and procurement/tender documents, liaising with college managers and other stakeholders as appropriate.
13. Prepare and present monthly reports/ spreadsheets on income and expenditure for all resources used to deliver training and assessment in college, for business support, for community programmes and short courses in the department.
14. Liaise with lecturing and support staff during delivery to ensure they are complying with all health & safety, GDPR and COSHH legislation.
15. Undertake managing and reviewing policies and procedures for:
 - Purchasing products, equipment and materials according to college procurement procedures;



- Cleaning and maintenance programmes;
 - Equipment inventories and requisitions;
 - Support staff training to ensure College procedures are adhered to;
 - Verify relevant claims forms and invoices for payment;
 - Salon risk assessments.
16. Assist in the management of financial systems to ensure cost effectiveness and efficiencies of the Department's operations including:
- Monitoring product use including wastage, maintenance, labour and cleaning costs to support all possible efficiencies;
 - Ensuring all cash handling procedures are adhered to and any weaknesses identified, reported to the Curriculum Team Manager, corrective action agreed, implemented and reviewed;
 - Ensure that all aspects of the College's salon services are of the highest quality standards and monitor performance delivery against agreed targets.
17. Maintain appropriate and effective administrative, financial and monitoring systems for management of all resources.
18. Assess and IQA all student work from L1 to L3 in Hair, Beauty and Barbering.

People Management:

19. Manage and monitor all support staff within the department, acting as the designated line manager for non-teaching staff on issues including conduct and discipline, performance management, attendance management and appraisal.
20. Ensure that effective arrangements are in place for support staff development and that appraisals are conducted in accordance with agreed procedures.
21. Monitor and support staffing levels to meet needs/efficiencies, processing staff requests, interviewing and managing induction.
22. Assist with management of student/trainees placed with the department for work placement.

Person Specification

	Essential
Qualifications	<ul style="list-style-type: none"> • Level 3 qualification in Hairdressing, Beauty Therapy and Barbering. • L3 Certificate in Assessing Vocational Achievement. • L4 Certificate in Leading the Internal quality assurance of assessment processes and practice. • Level 2 qualifications in Maths and English.
Experience & Knowledge	<ul style="list-style-type: none"> • Relevant experience within the last 5 years. • Experience of undertaking IV work. • Experience of financial management. • Experience of using Microsoft Office Applications ie Word, Excel, demonstrating accurate data input skills. • Experience of using policies and procedures effectively.
Skills & Attributes	<ul style="list-style-type: none"> • Ability to build strong relationships with stakeholders to support business area. • To provide professional communication, ensuring effective engagement with staff, students and stakeholders. • Ability to work to deadlines and prioritise tasks in a busy salon environment. • Working as a team in a flexible and adaptable manner. • Ability to communicate effectively both verbally and in writing. • Ability to use initiative in dealing with queries, with a strong customer service-focus. • Demonstrate an understanding of equality, diversity and inclusion. Able to demonstrate experience of applying or FREDIE principles to the recruitment process.

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.



Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library
- Free car parking at Coulsdon campus

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

Closing Date: 29 August 2025

Interview / Selection Date: w/c 8 September 2025



Until
September
2025