



Job Description

Job Title	Salon Receptionist
Department	Hair and Beauty Filton
Reporting to:	LAM Hair and Beauty
Post reference:	REQ000816
Main Purpose of the role	
To market and manage the Filton hair and beauty salon and client base.	
Key Tasks / responsibilities:	
<ul style="list-style-type: none"> • To operate the salon computerised booking system, answer the telephone, dealing with enquiries. • To be responsible for maintaining the Hair and Beauty reception in the curriculum area • To receive salon clients at the Reception Desk and deal directly with enquiries and pass on messages as appropriate. • Ensure the till is managed in line with the college financial procedures. • To ensure that agreed daily Reception duties are carried out efficiently. • To support both students and staff during client sessions and during periods assisting on reception. • To train and assess students with reception duties within the requirements of the awarding bodies • To ensure that up to date salon materials are displayed in the Reception area at all times. • To market the salons and commercial sessions, liaising with marketing, tutors and technician to ensure suitable promotions and promotional materials are used to achieve department revenue targets. • Promote the salon to local businesses, ensuring continued public relations by linking with the local community • Maintain appropriate levels of confidentiality and security. • Any other duties, as required by the line manager or Curriculum manager that are commensurate with the grade. • Flexibility with work patterns to ensure professional standards within the department are maintained, late nights, Saturdays, open days/evenings, taster events and competitions 	

Role Dimensions
<ul style="list-style-type: none"> • To actively promote our Vision and Values and strategic objectives. • To promote a learner-focussed work ethic based on respect, problem solving and innovation and promote a 'can-do' culture throughout the College. • To actively contribute to planning, decision making and delivery of corporate objectives. • To maintain effective partnerships and relationships with both internal and external customers and other appropriate organisations. • To actively undertake continuing professional development relevant to your role and in line with College policy. • To actively promote equality of opportunity and diversity in all areas of work. • To be an advocate for Health and Safety and ensure that this is embedded in everything you do. • Ability to obtain a satisfactory Disclosure Certificate • Willingness to work evenings, Saturdays, open days and evenings and support competitions or taster events when required.
Key Interfaces
<ul style="list-style-type: none"> • Hair, Beauty and Make-Up Artistry Department • VTCT Awarding Body
Supporting College Goals and Values – all roles
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> • Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety,
Measurable Performance Standards for this role

Level of Disclosure and Barring (DBS) disclosure required					
Either: 1: Enhanced with barred list checks					
Author and Date					
Katie Bone 5/12/22					
Job Evaluation (<i>for HR Completion</i>)					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Salon Receptionist



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
GCSE Maths and English grade C or above	✓		Application form
Hair and Beauty qualification	✓		Application form
Marketing qualification or relevant experience	✓		Application Form
Experience and knowledge			
<ul style="list-style-type: none"> Possess excellent interpersonal and organisational skills. 	✓		Interview
<ul style="list-style-type: none"> Working within a FE/Secondary Educational environment 		✓	Application Form / Interview
<ul style="list-style-type: none"> Experience with safeguarding 	✓		Application Form / Interview
Skills and abilities			
<ul style="list-style-type: none"> Good English and Math skills 	✓		Application Form/ Interview
<ul style="list-style-type: none"> Experience of continual professional practice within the industry 		✓	Application Form/ Interview
<ul style="list-style-type: none"> Excellent communication and interpersonal skills 	✓		Application Form/ Interview

Criteria	Essential	Desirable	Assessed by
Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview