



JOB DESCRIPTION

Post:	Salon Manager Full Time
Responsible to:	PTL – Hair and Beauty
Salary:	£18,253 (Scale 2, Point 16)
Conditions of Service:	Truro and Penwith College Conditions of Service.
Main Purpose of Job:	To manage and coordinate a busy commercial training salon including line management and personal development of Hairdressing and Beauty apprentices.
Specific Duties:	<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 arrange the day to day organisation and maintenance of salons/reception area.</p> <p>To maintain appropriate records and inventories for stock control purposes and liaise with suppliers for products, etc.</p> <p>To ensure excellent customer service to ensure maximising repeat business.</p> <p>Ensure good linkages with the Business Team regarding the Apprenticeship requirements.</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.

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.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Salon Manager

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

- A good background in Hairdressing or Beauty having completed level 2 and level 3 qualifications with some industrial experience.
- A particular interest and ability in practical work.
- Excellent administrative and organisation abilities.
- A willingness to take responsibility for health and safety issues.
- Good interpersonal skills in dealing with staff, students and people.
- To be able to lead and manage a small team of apprentices.
- To be able to develop the growth of the business.

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 is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.