

# Job Description and Person Specification



## Lead Technician Hair, Beauty and Specialist Makeup

**Salary:** £18,216 – £19,333pa inclusive

**Hours:** 24 hours per week for 40 weeks per annum

**Leave:** This post is term time only, all leave should be taken when the college is not in session.

**Reports to:** Director in Hair Beauty Specialist Makeup & HE

**Responsible for:** Hair and Beauty Reception, Technicians and Dispensary

**Location:** This post will be based at the Main Campus, Isleworth.

**The purpose of the post** is to co-ordinate technician staff to ensure delivery of Hair, Beauty support and Specialist Makeup services. To manage and deliver the provision of practical workshops as part of Directed Self Study.

### **The duties and Responsibilities are to:**

- Supervise and organise the workload of the Hair, Beauty and Makeup Technicians and Reception staff, providing support where necessary.
- Monitor stock control, income data, and technicians' rotas and provide reports and information to the Director as required.
- Prepare a rota for the Technician team to supervise groups of students as part of Directed Self Study. This will include marking registers to record attendance, and cover.
- Organise Technicians to maintain areas outside of the practical salons; corridors and hair and beauty teaching rooms. Ensure all hair and beauty areas are in good repair. Update visuals to ensure the area maintains a contemporary and professional image.
- Order stock, process invoices for payment, and maintain sales ledger and analysis. Liaise with the Technicians to maintain the programme area's inventory.
- Organise team to prepare till floats at the start of each day; ensure all income is collected, banked, checked and signed for.
- Organise team to prepare and assemble equipment and materials for all classes as requested by the lecturers including delivery and collection of equipment.
- Organise team to issue consumables and equipment to students as directed by the tutor or as required during classes and maintain accurate records of the issue and return.
- Ensure that the programme area meets all Health and Safety and COSHH regulations, and that the Dispensary staff work within these guidelines and maintain appropriate records.

- Organise the team to maintain the hairdressing salons, makeup and beauty rooms to a professional level by:
- Setting up and maintaining the hairdressing, beauty and make-up teaching rooms throughout the academic year.
- Organise a laundry rota ensuring that technicians provide an adequate supply of clean towels, gowns and other linen items for each class.
- Devising a cleaning rota of the Technicians and liaise with cleaning team to maintain high professional standards that reflect the hair and beauty industry.
- Maintaining safety and security of the rooms at all times.
- Replenishing, preparing, and checking teaching rooms throughout the day.
- Discuss with all lecturers the requirements for lessons, ensure they are supported and advise on information updates received from manufacturers.
- Lead on student kit and uniform requirements liaising with CQTM's, teaching and administrative staff and external suppliers. Assist students in the ordering of kits and uniforms where required
- Ensure good technician support for teachers in practical classes.
- Prepare a rota for technicians to undertake enrolment and invigilation duties as required.
  
- **Health & Safety:**
- Help teachers to ensure all equipment and materials are cleared away after classes, and rooms are clean and tidy after every practical lesson.
- Ensure immediate reporting of H&S, damage and other rooming issues to estates or other relevant channels. Maintaining security of the rooms at all times.
- Ensure that the safety standards are adhered to including carrying out COSHH assessments of rooms, equipment and activities and ensure compliance with COSHH regulations.
- Complete Health and Safety First Aid training and be part of the Health and Safety First Aid rota

**Help the Receptionist to:**

- Prepare a student rota to cover reception duties if required by teaching team
- Assist and advise students on reception duties if required
- Organise selling campaigns for services and products.
- Photocopy test papers, assignment materials and handouts as required.

**Liaise with the Director to:**

- Attend relevant staff training
- Organise staff development for the Technicians
- Represent the Technicians at programme area meetings
- Arrange team meetings with the Technicians on a regular basis.
- Assist the Technicians to maintain the general programme and other duties associated with open day, competitions and other college and programme area events.

**General duties:**

- Promote a positive image of the college in all contacts with students, employers and professional bodies.
- Adhere and comply with the college financial regulations.
- Carry out any other reasonably comparable duties that may be required from time to time.
- Undertake additional duties at enrolment times as required.

# Person Specification

Please study the items in this person specification carefully and when completing your application form, try to describe your knowledge, skills and experience in terms of those particular items.

1. To have background knowledge within Hairdressing/Beauty Therapy or other related studies
2. Have, or be working towards, the Award in Preparing to Teach in the Lifelong Learning Sector (AET).
3. Show commitment to and be able to provide evidence of continuous professional development.
4. Good communication and teamwork skills.
5. Be willing to undertake training and development as required within the role.
6. Have previous experience of supervision/management of staff.
7. Demonstrate an ability to devise, implement and maintain systems for stock control.
8. Have previous experience of budget control and responsibility for handling cash.
9. Effective administration and organisation skills
10. Promote a positive professional image
11. Knowledge of Health & Safety
12. Possess a Literacy and Numeracy qualification at Level 2
13. Be willing to undertake training and development as required within the role.
14. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
15. Have an awareness and understanding of equal opportunities.
16. Have an awareness and understanding of Safeguarding, Prevent and how to embed these into the curriculum

## **Equality and diversity**

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff. The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

**Closing date: 3 February 2026**

**Reference No: 3DIS001**

**Interview date: 12 February 2026**

# **Conditions of Service**

**Contract:** Permanent

24 hours per week for 40 weeks

<b>Salary:</b>	<p>£18,216 – £19,333pa inclusive Please note the salary range for this post is points 29 - 31 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 29 Where there is evidence of current earnings in excess of point 29, the applicant may be placed at the salary point higher than their current salary</p>
<b>Pension:</b>	<p>Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.</p>
<b>Annual Leave:</b>	<p>This is a term time only appointment working 40 weeks per year. You are therefore required to be at College when it is in session. All holidays therefore should be taken during the College vacation.</p>
<b>Hours:</b>	<p>24 hours per week for 40 weeks per annum</p>
<b>Probation:</b>	<p>Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.</p> <p>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.</p> <p>The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.</p>
<b>Disclosure</b>	<p>The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.</p>