

Post Title	Hair and Beauty Technician – Term Time Only
Location	Craven College, Skipton (Multi Site)
Rate of pay	Craven College Harmonised Pay Scale
Hours	18.5 hours per week, term time only (40 working weeks, paid 45 weeks)
Responsible to	Head of Department
Special Conditions	This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent A full DBS Certificate via the Disclosure and Barring Service will be required
Closing Date	Sunday 9 November 2025
Interview Date	
Post No.	B262

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

We are looking for a vibrant person who can provide an efficient and effective technician service to support the hair, beauty and nail services sectors. To undertake duties to support the lecturer with the teaching and assessment of students in the different practical sessions.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To provide an efficient and effective technician service within the hair, beauty and nail service department
- To support students with the smooth running of the reception area when greeting clients and taking payments and maintaining a professional environment.
- To carry out an annual review and organise the student kits and uniforms to ensure best value for money.
- Carry out duties to support the tutors particularly in hairdressing when there are commercial salons running. To also support in both the beauty and nail salons
- Support students in the dispensaries when they are working on a rota to ensure efficient use of stock.
- Carry out regular stock takes maintaining efficient stock level, support students with this process as part of their work experience
- Request stock orders via the admin team and check deliveries on arrival for authorisation of payment
- Maintain clean and tidy salons/stock cupboards and equipment across all salons, meeting all health and safety requirements
- To set up salons ready for the start times, respond to tutor requests for equipment required for each salon.
- Work with tutors and students at the end of practical sessions to ensure the salons are left clean and tidy
- Research new products and equipment and suppliers to ensure we are getting good

value for money

- Maintain the security of stock and equipment across all areas
 - To organise the maintenance and PAT testing of all equipment
 - To contribute to the financial efficiency of the department by working with admin and marketing teams to promote new clients and increase salon takings meeting targets for commercial salon takings set by the line manager.
 - Up-date risk assessments annually and create new assessments when required
 - To be conversant with and act upon the health and safety policy and procedures
 - To participate in the college's appraisal scheme and undertake continuing professional development
 - Any other duties that commensurate with this grade and role
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Minimum educational qualifications, GCSE Grade A*-C or equivalent in Maths and English
 - Experience of technician duties
 - Experience in hairdressing and or beauty therapy
 - Excellent communication skills
 - Excellent customer service skills
 - Ability to work to consistently high standards and under pressure to meet deadlines
 - Ability to work using own initiative with minimal supervision
 - Ability to work flexibly and function effectively as part of a team
 - Good IT skills
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DESIRABLE REQUIREMENTS

- Experience of reception duties

- Hairdressing and or beauty therapy qualification
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