Wiltshire College

JOB DESCRIPTION

Job Title: **Hair Salon Manager** **(Ref: 138/12S)**

Grade: **BSS Grade 4 –£18,758 Pro Rata**
Permanent 15 hours per week

Location: **Salisbury**

Responsible to: **Curriculum Manager for Service Industries**

Introduction

All employees of Wiltshire College are required to understand and contribute to the College's Key Objectives and Core Values.

The College's **Key Objectives** support the College's road map, they are referred to as **'TEN OUT OF TEN'** and are essential for the continued success for the College and you and form part of your role with the College. These can be found on our website, please click the link below.

Core Values: http://www.wiltshire.ac.uk/about_us/core_values.asp

10/10 Objectives:
http://www.wiltshire.ac.uk/documents/policies/documents/10_10_objectives.pdf

Main Duties and Responsibilities

1. Ensure the smooth operation of the hairdressing salons and theory room, security of rooms, monitoring of appointments, and reception area.
2. Work with the Programme Leaders for hairdressing in the ordering of stock, exercise control of stock levels including inventories, prepare purchase orders, receive deliveries, issue stocks and organise materials.
3. Liaise with, and be accountable to, the Finance Department, as appropriate. Carry out cashing up, as required and manage the computer system for client records, cashing up and stock control. Assist with increasing the financial targets for the area. Ensure security of all stock, equipment and monies is accurate. Ensuring realistic and commercial targets are set and achieved. Manage the marketing and competition budgets.
4. Help to prepare chemicals, products and equipment for hairdressing treatments and dispense the quantities needed, prepare sterilising cabinets and associated materials

and equipment for classes and salon sessions, and perform chemical skin tests on clients.

5. Control laundry and the supply of towels for classes.
6. Provide guidance and support to students with reception and telephone procedures, the use of the till, stores procedures and monitor students when mixing chemical preparations. Carry out reception duties, as needed. Assess students on reception and use computerised records in the reception area. Enhance the retailing presence in all areas to increase the revenue.
7. Deal with general enquiries from students and clients of the salons. Ensure the client base is managed effectively. Generate adverts if required.

8. Ensure that all equipment is clean and in working order and arrange for repairs and servicing as required. Maintain the cleanliness and order of stock cupboards and all areas. Maintain the Computer system.
9. Assist staff and students in special events, demonstrations or competitions.
10. Carry out Risk Assessments and maintain relevant documentation.
11. Manage assessment / client sessions as required.
12 Organise students' kits and uniform liaising with all concerned parties.
13 Assess students on reception, Health and Safety and stock control.
14 To undertake such duties as may reasonably be required of the post.
15 To achieve income targets set for the Salon.
16 To arrange promotional activities to increase the number of customers using the salon.

Other

1. To comply with and promote College Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others in the curriculum area.
2. Monitor compliance with and implementation of all College policies and procedures in respect of Equality and Diversity and pursue the achievement and integration of Equality and Diversity throughout all the College's activities.
3. Monitor compliance with and implementation of all College policies and procedures in respect of Child Protection Legislation (Every Learner Matters)
4. To participate in the duty management rota including evening and weekend cover arrangements
5. To engage in professional development and networking for the purpose of continuous professional development and to inform the strategic planning process
6. Travelling and working away from normal base as may be required from time to time.
7. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually with the Curriculum Manager through the College performance management scheme.
8. The postholder may be required to perform other duties within the general nature of the post

Person Specification: Hairdressing Salon Manager **(Ref: 138/12S)**

(E = Essential D = Desirable)

SKILLS AND CORE COMPETENCIES	**HOW MEASURED**
Technical competency (qualifications and training) 1. NVQ 2/ 3 or equivalent in Hair **(E)** 2. D32/33 Assessor Award or A1 Assessor qualification**(E)** 3. Demonstrate basic IT skills. **(E)** 4. Understand the current Health and Safety requirements **(E)** 5. Commitment to and evidence of CPD **(E)** 6. To hold or be willing to work towards Literacy and numeracy to level 2 (GCSE A-C) **(E)** 7. Demonstrate current subject skills **(E)** 8. Demonstrate a basic knowledge of First Aid **(E)**	 Qualification certificates Qualification certificates Application / Interview Application / Interview Application / Interview Application / Interview Application / Interview Application / Interview Application / Interview
Experience, 1. High degree of accuracy **(D)** 2. Excellent organisational, interpersonal and communication skills. **(D)** 3. Current Health and Safety knowledge. **(D)** 4. Experience of working independently and in a team. **(D)** 5. Proven track record of keeping accurate records **(E)** 6. Using data bases and managing inventories. **(D)** 7. Knowledge of effective stock control procedures both manually and computerised. **(E)**	 Application / Interview Application / Interview Application / Interview Application / Interview Application / Interview Application / Interview Application / Interview
Skills and Attributes 1. Demonstrate effective strategies to increase client base. **(D)** 2. Manage marketing budget to maximise its potential. **(D)** 3. Implement promotions to increase client base **(D)**. 4. Implement promotional materials to raise the salon profile and project a commercial image. **(D)** 5. Monitor/ manage budgets effectively **(D)** 6. Demonstrate the ability to display materials to enhance salons appearance. **(D)**	 Application / Interview Application / Interview Application / Interview Application / Interview Application / Interview Application / Interview Application / Interview
Personal qualities, communicating and relating to others. 1. Excellent interpersonal skills **(D)** 2. Effective communicator **(D)**	 Application / Interview Application / Interview
Leading, relating to, and developing others 1. Experience of working in a team. **(D)** 2. Managing groups of people **(D)** 3. Developing individual skills **(D)** 4. Ability to stretch individual's/ groups existing skills **(D)** 5. Willingness to contribute to individual learning plans **(D)**	 Application / Interview Application / Interview Application / Interview Application / Interview Application / Interview
Safeguarding 1. Satisfactory enhanced CRB disclosure **(E)**	 Interview / CRB

2. Be able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults. **(E)**	Interview
Other 1. Understanding of Equality and Diversity, Health and Safety and Child Protection Legislation and requirements **(D).** 2. Possession of a driving licence, **(E)** 3. Willingness to use own vehicle for business purposes **(D)** 4. Ability and willingness to undertake some travelling in the UK and abroad **(D)** 5. Ability and willingness to work flexibly (evening, weekend and enrolment duty) to meet the needs of the College, **(E)**	 Application / Interview Sight/copy of driving Licence Sight/copy of class 1 insurance Interview Interview