

City and Islington College Job Description and Person Specification

Post:	Beauty Therapist for commercial salon
Contract:	Permanent
Reporting to:	Head of school
Grade:	2
Salary:	£23,639 - £28796 per annum (depending on experience)

Key Purpose

We are looking for a committed beauty therapist to provide various face and body treatments to clients. The beauty therapist's responsibilities include advising clients on suitable treatments, carrying out beauty therapy treatments and answering all beauty-related questions. Therapist should be qualified from levels 1 to 4

Main Duties and Responsibilities

- Evaluating clients' beauty needs by asking questions and performing skin analyses.
- Providing facial and body treatments.
- Performing various massage techniques on clients' face, hands, feet, and back.
- Explaining all treatment procedures to clients.
- Performing various skin treatments according to clients' needs, such as peels, facials, and skin rejuvenation treatments.
- Providing different types of hair removal procedures
- Providing manicures and pedicures.
- Offering clients advice on cosmetic and skincare products.
- Properly sterilising beauty tools and equipment after every use.
- Ensuring that used stock is replaced.
- Booking appointments
- To implement the College Policy for Equality of Opportunity in all aspects of the post.
- To work as part of a team with all staff, students
- The work may be carried out in the post described in any of the College's sites
- Warmly welcome customers upon their arrival
- Update client records with contact details and treatments received
- Retail beauty products and additional treatments, when appropriate
- To be able to work flexible hours and weekends

Expectations of the Post Holder

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems.
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults.
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

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We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	A professional qualification in beauty therapy up to level 4	X	
Knowledge / Experience	Proven experience working in the beauty industry	X	
	An understanding and commitment to the College policy on equality of opportunity and a willingness to promote this in all aspects of the work	X	
Skills / Abilities	Excellent communication skills	X	
	Exceptional customer service skills	X	
	An ability to maintain good working relationships with colleagues, to work as part of a team	X	
	The ability to work flexible hours and weekends	X	

Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.