

JOB DESCRIPTION

JOB TITLE:	Beauty Therapy Technician
DEPARTMENT:	Service Industries
RESPONSIBLE TO:	Deputy Head for Service Industries
RESPONSIBLE FOR:	No Subordinate Staff

PURPOSE OF JOB

To provide technical, practical, and administrative support within the Beauty Therapy department, ensuring salons, treatment rooms, equipment, and learning resources are prepared and maintained to support high-quality teaching and learning. The post holder assists staff and students in a professional salon environment while maintaining health, safety, and hygiene standards.

Key Responsibilities

Technical Support

- Prepare and clean treatment rooms, salons, and classrooms for practical lessons.
- Set up, maintain and clean beauty therapy equipment, tools, and products.
- Demonstrate safe use of equipment and support students during practical sessions.
- Assist lecturers with demonstrations and practical assessments.
- Report faults and arrange repairs or maintenance of equipment.

Stock, Budget Control and Resources

- Order, receive, and store beauty products and consumables.
- Maintain stock records and carry out regular stock checks.
- Ensure sufficient supplies are available for practical sessions.
- Liaise with suppliers and obtain best value for purchases.

Student Support/Safeguarding

- Assist learners during practical treatments and assessments.
- Provide guidance on professional salon procedures and customer care.
- Support students in reception duties and client appointments.

- Encourage safe working practices and professional standards.
- To comply with the College's safeguarding and child protection policies and procedures, promoting the welfare of children, young people and vulnerable adults; maintaining vigilance for safeguarding concerns, reporting issues through the appropriate channels, and contributing to a safe, inclusive and supportive learning environment for all learners.

Health, Safety and Hygiene

- Ensure compliance with Health & Safety, COSHH, and safeguarding requirements.
- Maintain high standards of cleanliness and housekeeping.
- Conduct equipment safety checks and maintain records.
- Ensure treatment rooms and salon areas meet industry standards.

Main Tasks

1. To prepare, clean, check and dispense all Beauty Therapy equipment, tools, products and materials for the use of staff and students.
2. To ensure the safe storage, security and effective stock control of all equipment, products and consumables used within the Beauty Therapy department.
3. To prepare treatment rooms, salons and classrooms for practical sessions and dispense all relevant products and materials to staff and students.
4. To accept delivery of goods and materials, maintain stock records, store supplies appropriately and assist in ensuring budgetary control.
5. To ensure that treatment rooms, salons, classrooms, resource rooms, reception areas and dispensaries are safe, clean, hygienic and tidy before, during and after lessons.
6. To work proactively with teaching staff to review and facilitate continuous product, materials and technical support during practical teaching sessions, assessments, salon workshops and commercial salon activities by ensuring equipment and materials are replenished as required.
7. To collect and receipt all monies in relation to non-core activities in accordance with College financial procedures.
8. To oversee student activity in work areas such as dispensaries, reception and commercial salons to ensure compliance with professional standards, hygiene requirements and safe working practices.

9. To assess learners working in particular aspects of salon operations and customer service and provide observation records where appropriate.
10. To assemble, prepare and facilitate the use of new equipment and technologies within the capability of the post holder.
11. To assist with marketing activities, open events, promotion of student work, recruitment activities, competitions, internal and external events and community engagement initiatives.
12. To be aware of and understand COSHH regulations, Health and Safety requirements and industry legislation, and provide appropriate product information and instruction to students on safe usage.
13. To organise repairs and maintenance of facilities, treatment rooms and equipment as required and report any faults promptly.
14. To arrange, organise and provide, where appropriate, audio-visual equipment and technical support for departmental use.
15. To provide support for reception services, including client bookings, appointment scheduling and customer enquiries.
16. To maintain a high level of customer service and professionalism with students, staff, visitors and external clients at all times.
17. To undertake evening duties in accordance with departmental rotas.
18. To undertake off-site duties, educational visits and promotional activities where agreed by the Curriculum Area Manager.
19. To contribute to the maintenance of an efficient laundry service, including the laundering and preparation of towels, gowns and other salon linen.
20. To attend and contribute to all appropriate team meetings, departmental meetings and training sessions.
21. To undertake such training and professional development as may be necessary to fulfil the requirements of the role and maintain up-to-date industry knowledge.
22. To undertake any other duties that may reasonably be required by the line manager and budget holders, consistent with the grade and nature of the post.
23. To carry out all duties related to the post with full regard to the College's Equality, Diversity and Inclusion policies and procedures.
24. To work flexibly due to the changing nature of provision within the curriculum teams and respond positively to operational requirements.

25. To be prepared to work on other College sites as circumstances dictate.
26. To support students during practical treatments including facials, manicure, pedicure, waxing, lash and brow treatments, make-up application, body treatments and massage therapies.
27. To ensure treatment rooms are maintained to commercial industry standards and comply with health, safety, hygiene and infection control requirements.
28. To monitor stock levels of professional beauty products and consumables and assist with ordering to ensure continuity of teaching and commercial activities.
29. To support the preparation and organisation of practical assessments, examinations and awarding body moderation visits.
30. To maintain accurate records relating to stock, equipment maintenance, health and safety checks and salon operations.