

PERSON SPECIFICATION

Front of House – Hair & Beauty Salon Receptionist

Information for Candidates

The person specification outlines the experience, skills, and abilities required for this role. Applicants should demonstrate how they meet the criteria in their application..

Job Title: Hair & Beauty Salon Receptionist

Recruiting Manager: Leigh Field

Date:

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	Good general education; GCSE English Level 2 or Grade 4/C; GCSE Maths Level 2 or Grade 4/C; Level 3 Hairdressing or Beauty Therapy qualification	First Aid; Health & Safety training
Experience	Working in a hair or beauty salon; customer service experience; salon reception experience; experience using salon booking/appointment systems; handling payments; working in a busy, fast-paced environment; working with others and using own initiative	Supporting learners/apprentices; marketing or social media experience
Skills	Strong communication (written and verbal); IT skills; organisation and time management; problem-solving; interpersonal skills; ability to work in a team; accurate booking/admin skills; numeracy	Social media/content creation; basic data analysis; supporting learner employability skills

Behaviours	Organised; calm under pressure; adaptable; team player; self-motivated; flexible; professional; confidential; commitment to safeguarding, equality, diversity and inclusion; follows policies; willing to learn	Interest in hair and beauty; interest in education; creative approach to promotion
Other	Safeguarding responsibility; ability to work in a commercial salon supporting learners; maintain an industry-standard reception area	Awareness of FE or training environments