JOB DESCRIPTION

ROYAL LEAMINGTON SPA COLLEGE

Post Title: **Technician in Hair and Beauty**

Salary Range: **£24,897 pro rata, per annum**
(Support Scale 5, Fixed Point 14)
£8,598.78 per annum - Salary estimation based on 15 hours per week, Term Time Only: 38 weeks per year.

For any roles that start part way through the academic year, the annual salary will be pro rata to the remaining months.

Contract: **Permanent / Part Time / Term Time Only**

Reference: **CS12530**

PROTECTION OF CHILDREN

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations. For more information click below.

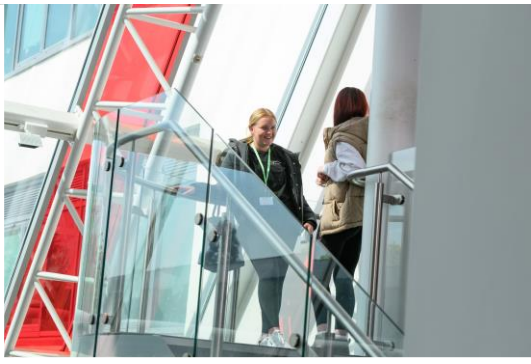
WCG Child Protection Procedure >

ABOUT ROYAL LEAMINGTON SPA COLLEGE

Warwickshire College Group (WCG) is a forward-thinking, multi-campus educational institution rooted in the Midlands and dedicated to empowering learners, driving regional prosperity, and addressing national priorities. **Royal Leamington Spa College** is a creative and healthcare hub, addressing skills gaps in esports, digital media, and health and social care. **Powered by WCG, Royal Leamington Spa College** is one of our diverse campuses across Warwickshire and Worcestershire, WCG combines tradition with innovation to deliver education that transforms lives and shapes futures.

To learn more about the WCG Strategic Approach, read our Impact Strategic Plan 2025-2028 below:





WCG Impact Strategic Plan 2025–28 >

BACKGROUND TO THE POST

Technicians provide a high standard of technical and learning support in order to maintain a well prepared and realistic working environment. This role will be essential to the effective delivery of study programmes to young people and qualifications to adults.

SUBJECT AREAS COVERED

The Technician will be required to support sessions in the Hair and Beauty department. They will need sound knowledge of up-to-date requirements of the industry and a strong understanding of the practical requirements of both hair and beauty.

They will also need to be able to support reception duties, as well as support lecturers, instructors and students with equipment needed in lessons.

DUTIES AND RESPONSIBILITIES

- To develop and maintain a well prepared, realistic and safe working environment and develop the professional attitude of the students towards their work and give them every opportunity to practice and develop their skills.
- Support the efficient and effective running and development of all aspects of the curriculum, including comprehensive preparation of equipment and learning areas, demonstrating and supervising students working in the practical skills area.
- Carry out routine maintenance of facilities and ensure the safety, cleanliness and tidiness of the learning areas in accordance with Health and Safety regulations
- To maintain an effective stock control system, the storage, ordering, receipt of deliveries and organisation of equipment and materials relevant to the area.
- To support the academic staff to ensure that all students using the workshop facilities receive an appropriate Health and Safety induction in the use of machinery and safe working practices.
- To assist with any other technical and/or support duties across the Department as may be required from time to time including preparation of open days/career events and to attend team meetings.
- To attend College delivered ‘Teaching Essentials’ training.

In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

HEALTH AND SAFETY

To ensure a safe working environment for colleagues, students, and visitors in line with the HASAW Act and the College Health and Safety Policy.

SAFEGUARDING

Safeguarding and promoting the welfare of children and at-risk adults for whom you are responsible and whom you come into contact with.

WORKING WEEKS

This post is normally for 38 working weeks per year but this may be less if the post holder starts after the beginning of the academic year. Salary will be paid in equal monthly amounts across the academic year.

HOURS OF WORK

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 15.

PLACE OF WORK

The principal place of work will be the College's premises based at our **Royal Leamington Spa College**. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

OFFERS OF WORK

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

EMPLOYEE BENEFITS

When you join WCG we offer you a whole host of employee benefits, including:

- Comprehensive training programme.
- Generous leave entitlement plus up to four free College Closure days a year
- WCG offers all employees who are carers the option to request a period of Carer's Leave that is equal to their usual working week, paid at their normal pay.
- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.
- The opportunity to join our voluntary health cash plan run by Health Shield.
- Discounted Full Cost Recovery courses.
- Cycle to work scheme.
- Free on-site gym
- Discounted hair and beauty treatments in our College salons.
- Pension schemes.
- Free will writing service.
- Free car parking on-site.
- Free flu vaccination voucher (available annually)

PERSON SPECIFICATION

Physical Make-up

Ability to perform the tasks as described in the job description. If you have a disability you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with the People Services department when making your application.

		How it is Measured	
Attainments:		**Application Form**	**Interview**
Essential	A minimum level 2 qualification in relevant subject	•	
	A GCSE in Maths and English at Grade C/4 or above.	•	•
	Previous experience of working or supporting within Hair and Beauty.	•	•
	Awareness of Health and Safety regulations and experience of implementing H&S procedures.		•
	Experience in using and maintaining a range of appropriate equipment.	•	•
Desirable	Experience in supporting student progress		•
	An understanding of Hair and Beauty delivery		•
	Understanding of or experience in reception duties and booking systems		•
	First Aid qualification or a willingness to undertake		•

Key Experience and Attributes			
Essential	Self-motivated and the ability to motivate others.		•
	Ability to work effectively within a team.		•
	Effective time management.		•
	Excellent organisational and communication skills.		•
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and at-risk adults.		•
	Ability to demonstrate behaviours which support the Core Values of the College.		•
	Ability to demonstrate an understanding and knowledge of Equality & Diversity.		•

Candidates should apply by sending a copy of their CV to jobs@wcg.ac.uk

When selecting applicants for shortlisting, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.
We are conscious of the time and effort spent on applications. We do thank you for your interest. Due to the number of applications the College receives, we are unable to provide feedback for candidates who are unsuccessful at shortlisting; however, we aim to notify all successful candidates within 1 week of the closing date.

The College regrets that it is unable to pay expenses incurred by attendance at the interview.