

# Job Description

Job Title:	<b>Senior Beauty Therapist</b> Part time/ Full time.
Salary:	Depending on experience and qualifications
Hours:	Minimum 33 Hours worked per week with a 30 minute unpaid lunch break per day.  <b>Hours to be worked:</b>  Tuesday – 9 a.m. to 5 p.m. Wednesday – 9 a.m. to 5 p.m. Thursday – 10 a.m. to 8 p.m. Saturday – 9 a.m. to 4 p.m.  We are open to discussions about working hours.  Our normal salon opening hours:  Tuesday, Wednesday, Friday – 9 a.m. to 5 p.m. Thursday – 10 a.m. to 8:30 p.m. Saturday – 9 a.m. to 4 p.m. Closed Sunday and Monday
Location:	Evergreen Hair and Beauty, Unit 3 Church Way, Botley, Oxon, OX2 9SX
Responsible to:	The Partners, Evergreen Hair and Beauty

## Job Summary

This is a new role due to growth and expansion of the salon carrying out a wide and varied range of beauty treatments.

As part of a growing beauty team you will have the opportunity to get involved with the Partners plans for business development, by expanding on the existing client base and building your own clientele.

Our salon offers a large selection of hair and beauty treatments and we are keen to keep skills up to date to provide great customer experience and overall customer satisfaction.

## Job Responsibilities

1. Making sure clients are greeted on arrival and offering refreshments
2. Providing clients with a range of beauty treatments such as manicures/pedicures, facials, body massage, eye treatments, waxing whilst following health and safety guidelines and giving advice on aftercare.

3. Used to working with a variety of equipment and tools e.g. Nail clippers, nail files, products for facials and waxing.
4. Manage your client column by making sure appointments are booked correctly, skin tests are undertaken and respond to client queries.
5. Able to mix colours for tinting treatments and follow the appropriate chemical guidelines.
6. Have an understanding and ability to work and follow health and safety guidelines across all duties.
7. Ensure all beauty rooms/areas and the salon facilities are kept clean and tidy as part of the team's commitment to working together. This will include cleaning and tidying duties such as equipment, towels, beauty rooms, corridors and displays, staffroom and toilet.
8. Ensure stock is kept tidy and alert the Partners to any stock shortages.
9. General reception duties, answering the phone, making bookings, greeting walk in customers, and collecting payments.
10. Ability to handle difficult calls cancelling customer bookings with confidence.

This job description outlines the main duties of the role but may be varied on a day to day basis.

## Person Specification

### Essential skills

- Beauty Therapy NVQ Level 2 and 3.
- Qualified in gel polish application.
- Lash Lift Certificate.
- Salon experience (2 years minimum).
- Good communication skills, friendly and professional attitude towards customers.
- Willing to work as part of a hair and beauty team to support the overall salon business.
- Ability to work in a fast paced environment and manage your own personal time.
- Attention to detail.

### Desirable skills

- Brow Lamination Certificate.
- Gel builder extensions and nail art
- Dermalogica Professional Training/ Knowledge to carry out  
Microneedling/nano needling  
Chemical peel facials
- Lash Extensions Certificate (Nouveau is preferred).

**April 2024**

