



JOB DESCRIPTION

Job Title: Apprentice Hair Stylist in Training for NVQ Level 2

Salary: Training Allowance £3.30 per hour, including gratuities, minimum of 30 hrs per week

Location: Canterbury salon and College

Main Purpose of Job: To assist stylists in delivering constantly high levels of service. To ensure that Company Policies and procedures are carried out. To participate in training sessions and work towards timely completion of NVQ Level 2 Hairdressing (typically between 1 year and 18 months)

Responsible To: Salon Manager

There will also be a close working relationship with:

Stylists
Apprentices

Responsibilities:

- ✓ To assist stylists in ensuring that all clients are given the highest levels of customer service with special attention to comfort and friendliness
- ✓ To attend College one day per week during term time and a practical workshop session working on models held once a week in the salon
- ✓ To generate and promote a professional working atmosphere
- ✓ To assist stylists in advising clients of all aspects of services available
- ✓ To assist stylists advising clients of all products, tools and equipment available for retail purchase
- ✓ To assist stylists in establishing and increasing client count

- ✓ To assist stylists in increasing individual client spend
- ✓ To promote the philosophy and ideals of the Company and follow Health and Safety procedures
- ✓ To undertake Induction training as directed
- ✓ To assist stylists with clients and carry out stylists instructions
- ✓ To prepare work areas for stylists ready for client services
- ✓ To ensure end of day clean down is carried out 30 minutes before closing
- ✓ To attend photographic shoots as and when required with a minimum of 10 working days notice
- ✓ To co-operate when required to assist in promoting the Company image i.e. shows and competitions with minimum of 10 working days notice
- ✓ To liaise closely with Salon Manager (and receptionist where applicable) to ensure clients bills are completed accurately in accordance with salon price lists and agreed quotes
- ✓ To carry out reception duties when required
- ✓ To update and complete client records following Company procedures
- ✓ To liaise with Salon Manager on advance ordering of stock, including monitoring stock levels
- ✓ To attend team meetings and contribute to the success of the Company
- ✓ To carry out such other duties in line with skills and experience as may be required by the Company

Personal Specification:

Your application needs to demonstrate clearly how you meet the criteria listed. Please give specific examples wherever possible. If you do not fully meet the criteria you may not be shortlisted

Qualifications:

Essential – minimum of 4 GCSE's at grade D or above, to include English and Maths

Experience and Knowledge:

Knowledge of current trends within the hairdressing and fashion industry
Experience of IT an advantage

Interpersonal Skills:

Excellent interpersonal skills to work effectively with the team
Ability to work as part of a team and individually
Able to demonstrate good communication skills
Ability to work under pressure

Van Hoeff Hairdressing
43 Dover Street
Canterbury
KENT CT1 3HQ
www.vanhoeffhairdressing.co.uk