



Commercial Hair Stylist

Location: Bletchley – The Graduate Salon

Hours: 37 hours per week, 52 weeks per year – To include weekends and evenings as required (1 year fixed term contract)

Salary: £17,000 per annum + Commission

Reporting to: Senior commercial stylist

Function: Develop and increase The Graduate salon clientele, including meeting and exceeding commercial retail and service targets set. Provide high standards of hairdressing services to meet a wide range of client's needs. Offer exemplar customer service. Mentor and support work experience learners when working in the salon.

Our Values

Our values represent the aspirations of our individual and collective behaviour. They guide our day-to-day decision-making. In order to achieve our vision, we will endeavour to put these values at the heart of everything we do.

To **inspire** – where everyone motivates, engages, challenges, and stretches each other

To strive for **excellence** – where everyone recognises their own potential and becomes the best they can be

To demonstrate **integrity** in all we do – where everyone is committed to being open, honest and doing the right thing

To show **respect** – where we listen, consider the views of others and value everyone

To **innovate** – where new ideas and thinking are generated around people, products and processes

Role Responsibilities:

- To work as a member of the commercial team and deliver high standards of hairdressing skills, meeting a wide range of clients' needs and requirements
- Develop and increase The Graduate salon clientele, meeting and exceeding commercial retail and service targets set
- Support with Managing in house computer systems and monitor the efficiency and progress of the reception area, complying with all GDPR regulations and other relevant legislation
- Setting and maintaining exceptional standards of hygiene and health and safety within the salons, liaising with the safety officer to ensure appropriate regulations are being followed
- Supporting with stock rotation, ordering, unpacking of delivers, security or stock, maintaining retail areas, Stock taking and audits. Working resourcefully to ensure that we are working within salon budgets.
- Maintain all salon equipment, removing and reporting any damaged equipment through CAFM systems
- Mentor and support work experience learners when working in the salon. Being an ambassador for the salon, setting standards of work, health and safety and hygiene. Giving constructive feedback to learners where applicable.
- Have a flexible approach to work. Working as a key member of the commercial team and wider department team.
- Be responsible for promoting salon services and products to internal and external customers.
- Take part in staff development opportunities. Maintaining skills through professional development
- Work to deadlines as part of a team and under your own initiative
- Contribute to the work of the College and the Curriculum area in other ways as may be determined by the Graduate Commercial Manager
- Carry out duties at all times in accordance with the College's equal opportunities, health and safety and risk management policies and procedures
- Motivate and inspire learners to promote achievement and develop their skills to enable progression during skills development sessions
- Offer and deliver exceptional customer service skills, and exceptional standards of hairdressing skills and services
- Run a busy hairdressing column, contributing towards the financial business of the salon, meeting and exceeding team and personal targets
- Conduct regular health and safety risk assessments within the salon environment and ensure that staff/learners are safe guarded and employment premises meet the standards required. Ensure the effective and efficient deployment of staff and physical resources in the graduate salon to meet the needs of the business
- Promote The Graduate salon business, events and news via social media along with marketing tools in collaboration with the Commercial manager
- Keep up to date with current and future trends within the industry

- Undertake regular professional development activities, and maintain own personal skills and development
- As an active and enthusiastic member of the Department, contribute to the wider management of both the Centre and the College; shaping forward direction
- Carry out duties at all times in accordance with the College’s equal opportunities, health and safety and risk management policies and procedures
- Promote by consistent example the philosophy and values of the College

The duties of the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. It is the duty of all Milton Keynes College personnel to take all reasonable care of themselves and of other persons who may be affected by their acts or omissions.

Milton Keynes College is a committed safer recruitment employer in line with Keeping Children Safe in Education. We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. All positions therefore undergo a thorough on boarding process to include DBS. In addition, security clearance is required for all prison services positions.

Person Specification	Essential/ Desirable	Assessment Method
Qualifications		
Hairdressing Level 2 and 3 qualification	E	A
Have relevant vocational experience and/or occupational competence in the subject	E	A/SP
Health & Safety qualification or equivalent	D	A

Experience		
Experience working within a commercial hairdressing salon, delivering high standards of hairdressing skills, meeting a wide range of clients' needs and requirements	E	A
Strong vocational experience	E	A/SP
Have a proven track record of hitting personal and team targets, and performance monitoring.	E	A
Well-developed interpersonal skills	E	A
Ability to work as part of a team and on their own initiative	E	A
Good organisational skills and be able to meet deadlines	E	A
Computer literate, to level 2, and willing to improve their IT skills	E	A/SP
Good English and maths skills, to level 2, and be willing to continuously improve these	E	A/SP
Excellent Communication both verbally and in writing	E	A
Qualities		
Open/Reflective/Warm	E	SP
Enthusiastic and self-aware	E	SP
Creative and Flexible	E	SP
Team focussed	E	SP
Reliable, Adaptable and Dependable	E	SP