

<salon name here>

Job Description for Apprentice Hairdresser

Job title	<Apprentice Hairdresser / Hairdressing Assistant>
Location	<salon name and full address>
Hours per week	<xx> hours per week including training time
Days of work	<e.g. Tuesday to Saturday, 9:00 – 17:30>
Holiday	<28 days per year (including bank holidays)>
Pay	<£XX per hour> <paid weekly/monthly by BACS>
Responsible to	<name of person apprentice reports to>

Purpose of the job

This apprenticeship is full time employment with training. It involves assisting with the upkeep of the salon, dealing with clients, carrying out hairdressing services and assisting colleagues. You will develop valuable practical experience by working in a salon environment and being exposed to a high standard of professional hairdressing on a day to day basis. The practical skills you learn will be underpinned by the theoretical aspects and gain a nationally recognised hairdressing qualification and apprenticeship certificate. The apprenticeship is delivered in partnership with training provider ITS and includes English and maths.

Main salon duties

- Maintaining a safe, healthy and clean environment.
- Assisting senior colleagues to deliver salon services.
- Engaging positively with clients and promoting a positive image of yourself and the salon.
- Greeting and gowning clients in readiness for hairdressing services.
- Preparing tools, equipment and products for services.
- Carrying out shampooing, conditioning treatments, removing colours, neutralising perms and any other tasks deemed suitable under supervision, if required.
- Answering the telephone, dealing with enquiries and making appointments.
- Processing client payments.
- Making and serving refreshments for clients.
- Promoting salon services and products.
- Ensuring the salon is clean and tidy at the end of the day.

- Commitment to training by attending all training session, assessments and reviews.

Other duties

- Attending staff meetings
- Attending in-salon training and ITS training sessions
- Completing work that is set by ITS
- Taking part in reviews and appraisals

Essential

- Presentable and well-groomed
- Punctual and reliable
- Good communication skills
- Able to work to consistently high standards
- Cooperative and a team player
- Eager to learn
- Professional attitude

Additional information

- Salary increase after 12 months
- Help with travel to work costs during the first 12 months
- Free hair styling and special low prices for colours
- Free personal protective equipment to be worn in the salon as advised
- Dedicated mentor to support you during your apprenticeship journey
- Planned training programme
- Be part of a fantastic team
- Attend courses in London for product knowledge and colour
- Opportunities to assist on photo shoots, shows and promotional events
- Advice and support for entering competitions
- Social events for staff