

Waltham Forest College

Job Title: Hair & Beauty Receptionist /Technician

Location: East London

Hours: 18 hrs per week for 36 weeks (term time only)

Contract: Permanent

Salary range: £20,361.00 – £22,513.00 pro rata

Waltham Forest College is a forward thinking, vibrant, diverse and exciting place to study and work. We are proud of our achievements including being rated as the top performing college in London for student satisfaction for the past two consecutive years, as well as being graded as Good by Ofsted. We believe that our employees are the heart of the organisation and having the right people in the right place, with the right skills is the key to our success.

We are looking for a committed individual who is passionate about working in an aspirational and high performing college and dedicated to contributing to an outstanding experience for our learners. The successful candidate will have a keen sense of responsibility, ownership and a 'can do' approach to addressing everyday challenges. If you believe you have the skills, experience and motivation to make a difference and be part of Team Forest, we strongly encourage you to apply for the post at Waltham Forest College.

Your role will be to deliver excellent customer service to our clients and staff and to make sure that on a day to day basis the Hair & Beauty Reception is run efficiently and effectively. You will be the first point of call for all queries and questions so we are looking for someone who has a 'can do' attitude and is happy to get involved in the day to day activities of running a busy salon. As a receptionist, you will be the role model for the students so you need to be able to train the Hair & Beauty therapists of tomorrow how to run the front of house reception with confidence and excellent customer service and organisation skills.

What's in it for you? We offer the opportunity to help develop your skills and knowledge in a friendly team environment, plus a range of benefits including a career average pension scheme (LGPS), employee assistance programme and free onsite parking, cycle to work scheme and Sodexo benefits scheme

Equality, diversity and inclusion

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including females, Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the College to share this commitment. We actively seek DBS clearance checks for applications of employment as part of our safeguarding procedures.

Closing Date: 10/12/2021

Interview Date: TBC

Please download the application form and submit to wfcruitment@waltham.ac.uk