



BURLEIGH
SPRINGS

Leisure & Therapy Centre

Burleigh Springs Therapy Centre

Beauty Therapist Job Description

Purpose:

To ensure the efficient day-to-day running of the therapy centre, by providing high standard treatments along with a friendly attitude towards clients and guests. To be responsible for the cleanliness and hygiene of the treatment rooms.

Main duties:

- To carry out all beauty and skin care treatments, at the highest standard possible.
- To give the best advice possible to clients and prescribe retail products for homecare.
- Work as a team and individually to help the department achieve sales targets.
- To be flexible and make sure there are enough therapists to cover shifts and day spa bookings.
- To be reliable and punctual due to the nature of the job and direct contact with customers.
- Be prepared to take part in any staff training sessions and attend any courses to update your knowledge. Attend meetings when required to discuss promotions and business.
- To book in treatments on the computer, and use the computer to take payments.
- Help to change the cabinet displays once a month or when a new promotion begins. To keep the retail areas clean and tidy.
- Clean the therapy room on a daily basis, restock towels, check trolleys have all the products needed.
- Inform Manager of anything that needs ordering from Dermalogica, Ellisons, Mavala etc.
- Enter all sales onto the form so that you get commission.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and level of the post

Job Specification

Job Title: Beauty Therapist

	Essential	Desirable
Experience	<p>Previous employment within a beauty salon as a therapist for at least two years.</p> <p>Dealing with customers on a daily business.</p> <p>Experience of retailing a skin care brand.</p>	<p>Experience of working with dermalogica or Espa products</p> <p>Experience of dealing with customer care</p>
Skills and Abilities	<p>Good knowledge of Beauty Treatments and procedures</p> <p>Well presented with friendly and caring nature</p> <p>Professional approach to treatments</p> <p>Effective team player</p> <p>Excellent organisational and time management skills</p> <p>Discretion and confidentiality</p> <p>Self-motivated and able to work using own initiative</p>	<p>Use of a computerised booking system</p> <p>Confidence with taking payments and banking</p>
Education / Qualifications	<p>NVQ Level 3 or equivalent in Beauty Therapy</p> <p>Educated to at least GCSE Grade C (or equivalent) in English and Maths.</p>	<p>Customer care training</p> <p>Industry / Brand certifications in skin care, nail techniques</p>
Training	<p>A willingness to undertake further training if and when required</p> <p>A willingness to adopt new procedures as and when required</p>	

Other	Flexible, able to work shifts and weekends As the post is physically demanding, applicants should be fit and able to perform this role. Expected to wear Burleigh Springs Therapy uniform and look clean and presentable	
Equality and Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	