



# JamesB Hair - Apprenticeship

Last Updated:	2/2/2021
Job Code:	AP1/2/3
Title:	Apprentice
Location:	Bedminster Salon
Hours:	30hrs in salon - 16hrs pcm at Training academy.
Days of work:	Various
Pay:	National Minimum
Responsible to:	Apprentice Mentor / Senior & Management Teams

## Purpose of the role

This apprenticeship is full time employment with on the job training. It involves assisting with the upkeep of the salon, looking after clients, carrying out hairdressing services and assisting the team. 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 [Reflections Training Academy](#).

## Main duties

- Working towards achieving a hairdressing qualification at the highest of standards.
- Providing exceptional customer service to our clients.
- Assisting the senior team to deliver excellent salon services & experience to our clients.
- Engaging positively with clients and promoting a positive image of yourself and the salon.
- Greeting and prepping clients in readiness for hairdressing services.
- Preparing tools, equipment and products for hairdressing services.
- Carrying out shampooing, conditioning treatments, removing colours, and any other tasks deemed suitable under supervision, if required.
- Making and serving refreshments to our clients.
- Promoting & upselling salon services and products.
- Ensuring the salon is safe, clean and tidy at the end of each day.



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Apply: [www.jamesbhair.com/careers](http://www.jamesbhair.com/careers)

## Specifications

Criteria	Essential /Desirable	Evidence
Must already have training provider placement.	Essential	Email confirmation from provider
Must have right to work in UK	Essential	Passport/National ID Card.
Great communication and interpersonal skills	Essential	Interview
Demonstrate a commitment to personal and professional growth	Essential	Interview
Ability to work flexibly as a team and on your own initiative	Essential	Interview/Probationary Period
Display a passion for hair	Essential	Industry Quiz
Work to an excellent standard	Essential	Qualifications/Portfolio/Reference
Punctual & Reliable	Essential	Reference
Experience prioritising tasks	Desirable	Interview/Trial?
Previous Customer Service	Desirable	Application Form
Interest in JamesB Brand & Ethos	Desirable	Interview
Previous experience of working in a busy salon environment	Desirable	Application Form
Previous hair experience/ portfolio/ social media evidence	Desirable	References, Social Media Accounts, Portfolio

## Additional Information

- A great package of employee benefits & perks
- Mentor to support you during your apprenticeship journey
- Bespoke training programme



## JamesB Hair - Apprenticeship

- Be part of a fantastic team
- Further and ongoing education
- Opportunities to assist on photo shoots, shows and promotional events
- Ongoing advice and support
- Team social events

### Application Process

1. Applicants to first secure placement at training provider
2. Applicants to fill in application at jamesbhair.com - We do not accept CVs
3. Applicants will hear back within 2 weeks if proceeding onto the First Stage of the process
4. Stage one - Prescreen - Applicants will have an initial zoom meeting to outline the apprenticeship program, expectations and ensure that essential criteria is in place, as well as welcome any questions from applicants. An outcome will be fed back within 5 working days as to if progressing to Stage two.
5. Stage two - Applicants invited to a formal interview with Salon Supervisors and Management.
6. Applicants called within 2 working days of the interview with the outcome - If successful, a verbal job offer and expected start date will be agreed on the phone call; this will then be followed up with an email and is subject to receiving two satisfactory references. These must be a previous employer/work experience/current tutor.
7. Successful applicants followed up with a welcome email, start date, job offer inc job description & all relevant paperwork emailed to be signed & returned.
8. All new starters are subject to successful completion of a 3 month probationary period which is regularly reviewed through 1:1 meetings.