HAIR & BEAUTY RECEPTIONIST

Person Specification

Attributes	Essential	Desirable
Qualifications	Good standard of literacy and numeracy	
Experience	Experience in hairdressing or beauty industry – through work or College studies Stock Control experience	Reception experience Additional relevant work experience
Skills/Knowledge	Strong interpersonal skills Ability to communicate clearly and effectively Good organisational and planning skills IT literate and able to learn new IT skills Knowledge of social media platforms as a promotional tool	Knowledge of Health and Safety Legislation Experience in operating Hairdressing/Beauty Therapy Reception Appointment Software
Other	Able to prioritise work and work to deadlines Positive, flexible attitude to work Can work well without supervision or as part of a team	

Date Updated: October 2025