

Hair and Beauty Receptionist

Term-Time, 21 hours per week
Working pattern to be agreed

£25,029 per annum, pro rata (Pay award pending)

Supporting the work of the Hairdressing, Beauty and Creative Industries Department, the successful candidate will provide a professional and efficient reception and front of house service.

The main duties of this role include liaising with lecturers regarding students' practical activities including scheduling of appointments/bookings for hairdressing and beauty treatments; contributing towards effective stock control systems and supporting dispensary staff with salon preparations and maintenance.

You will have experience in the hairdressing or beauty industry and experience of stock control processes. Knowledge of the use of social media platforms as a promotional tool is essential.

To apply please download the job details and Staff Application Form from our website.

This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme, or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

For further enquiries please contact Human Resources Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE, by telephoning 01355 807780 or by e-mailing humanresources@slc.ac.uk

Completed application forms can be emailed to humanresources@slc.ac.uk and should be returned by **Monday 17th November 2025**.

The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.

