



1. JOB IDENTIFICATION

Post Title: Curriculum Service Assistant

Accountable to: Head Of Department

Responsible to: Academic Leader

Salary: £29,922 per annum, pro rata

Main Base: Cumbernauld

2. PRINCIPAL JOB PURPOSE

To support the section's learning and teaching strategy by providing high-quality technical support to include stock control and reception duties.

3. MAIN DUTIES AND RESPONSIBILITIES

- 3.1** To co-ordinate the usage of consumable materials used to support learning and teaching and maintain accurate records of weekly/monthly/annual use of materials to minimise waste or possible theft.
- 3.2** To co-ordinate all resources required to facilitate practical learning activities to include client booking, stock control, equipment allocation, retailing, bookkeeping and laundry systems
- 3.3** To act as receptionist for the Department of Beauty, Aesthetics and Hair Design taking telephone bookings, arranging appointments etc.
- 3.4** To provide general maintenance and cleaning of all hair and beauty equipment to current relevant legislative hygiene standards.
- 3.5** To undertake security and safety checks e.g. ensuring electrical equipment is switched off, locking stores
- 3.6** To ensure an inventory of equipment is maintained and accurate for auditing purposes.
- 3.7** To ensure salon equipment is maintained in good working order and take steps to organise repairs/replacement.
- 3.8** To liaise with manufacturers to ensure goods ordered and invoiced for are received and prices charged are accurate.
- 3.9** To liaise with the Head of Department, and Academic Leaders regarding all aspects of the above as and when required.



3.10 To undertake a Staff Development Review with your line manager on an annual basis. This will be the main opportunity for discussion to take place in relation to the job description, individual objectives and progress against these, and the appropriate staff development and training that will be necessary to allow the jobholder to perform effectively in the post.

3.11 To work hours determined by curriculum/operational requirements. This may include evenings on a rota basis to support evening class provision. Cross-campus travel may be required.

The above list is not exhaustive and is only indicative of the duties and responsibilities of the post holder. Job descriptions may be reviewed and amended in order to meet changing organisational needs and objectives.

4. ADDITIONAL RESPONSIBILITIES

The postholder will be required to follow all College policies and procedures at all times and take account of College guidance.

The above list is not exhaustive and is only indicative of the duties and responsibilities of the postholder. Job descriptions may be reviewed and amended in order to meet changing organisational needs and objectives.

5. WORKING ENVIRONMENT

Physical

- The post is office based but will require extensive travel between campuses and to attend external meetings.
- Keyboard skills required for production of paperwork, reports and e-communication.

Mental

- Dealing with significant and complex issues;
- Frequent and intense periods of concentration e.g. when analysing statistics or preparing reports;
- Frequent interruptions to work which require work priorities to be reviewed.

Emotional

- Balancing a range of strategic, planning and operational responsibilities.
- Dealing with periods of high workload
- Maintaining measured and professional attitude and approach at all times
- Commitment to the wellbeing of staff and students.



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6. HEALTH AND SAFETY STATEMENT

As a member of staff of New College Lanarkshire, you will fulfil the health and safety responsibilities specific to your role as set out in the Health and Safety Policy to support the College vision and aims. You will assist in the achievement of compliance with statutory provisions and Health and Safety Policy objectives. You are required to take all reasonable care for yourself and others, undertake any training relevant to your position, participate in Health and Safety initiatives and make full and proper use of any control measures provided to reduce or eliminate risks to Health and Safety.



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PERSONAL SPECIFICATION

Curriculum Service Assistant

Education and Training

- Qualified to HNC (SCQF Level 7) in a related discipline

Knowledge

Candidates will demonstrate knowledge in the following areas:

- Microsoft Office.

Experience

Candidates will be able to demonstrate experience of:

- Working in a customer care environment;
- Stock control (desirable).

Skills

- Ability to organise and prioritise workload;
- Proactive and flexible approach to work;
- Ability to work on own initiative.

Relationships

- The Curriculum Service Assistant will report directly to the Head of Department and will be a key member of the wider team within the Department of Beauty, Aesthetics and Hair Design.