

Beauty therapist Job Description

A free job description template for the Hair and Beauty industry

Company Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This beauty therapist job description template is designed to reflect Australian workplace standards and beauty industry practices at the time of publication. Confirm the applicable modern award for your business and ensure compliance with all relevant employment laws.

1. Position overview

A beauty therapist delivers a broad range of skin and body treatments and is a trusted advisor to clients on skincare and self-care. The role combines technical treatment skills with strong customer service, hygiene discipline and retail awareness.

In Australia, beauty therapists are typically classified under the Hair and Beauty Industry Award 2020 (MA000005). A qualified beauty therapist holding a Certificate IV in Beauty Therapy sits at Level 4, progressing to Level 6 with a Diploma of Beauty Therapy. This differs from a beautician who holds only a Certificate III, who sits at Level 3.

This template provides a foundation for creating clear, compliant job descriptions that attract quality candidates while setting appropriate expectations for the role. Once hired, manage your team efficiently with salon rostering software.

2. Key responsibilities

Facials and skin treatments

Performing facials, chemical peels, microdermabrasion and other skin treatments using electrical beauty equipment and professional products.

Waxing and hair removal

Carrying out waxing, threading and other hair removal services safely and hygienically for a range of body areas.

Body and spa treatments

Delivering body treatments, massage-style spa services, spray tanning and lash and brow services to a high standard.

Client consultation

Conducting skin analysis, discussing client goals, recommending treatment plans and managing client expectations.

Hygiene and sanitation

Maintaining strict hygiene, sterilising equipment, following infection control standards and keeping treatment rooms clean.

Retail and compliance

Recommending and selling skincare products, processing payments, and following workplace health and safety procedures.

3. Skills and attributes

- Technical skill: Proficiency across facials, waxing, lash and brow, body treatments and safe operation of electrical beauty equipment.
- Client consultation: Ability to analyse skin, listen to client needs and clearly explain treatments and aftercare.
- Hygiene discipline: Meticulous attention to sanitation, sterilisation and infection control at all times.
- Customer focus: Warm, professional manner that builds client trust, loyalty and repeat bookings.
- Retail awareness: Confidence recommending skincare products and contributing to salon retail targets.
- Time management: Ability to keep to appointment schedules, manage back-to-back bookings and reset rooms efficiently.

4. Qualifications and requirements

The qualifications for beauty therapist positions depend on the treatments offered and the classification level. Some are mandatory, while others are preferred or desirable.

- Certificate IV in Beauty Therapy (required) — Qualifies the therapist at Level 4 under the Hair and Beauty Award
- Diploma of Beauty Therapy — Qualifies the therapist at Level 6 and unlocks advanced treatments
- Working rights (required) — Eligibility to work in Australia
- Previous salon or spa experience — Experience in a similar role is advantageous but not essential
- First aid certificate — Current first aid certification is desirable

5. Working conditions

- Salon or day spa environment working in treatment rooms
- Standing for extended periods and close physical contact with clients
- Shift work including weekends to cover peak salon trade
- Regular exposure to skincare products, wax and treatment chemicals
- Use of personal protective equipment and strict hygiene standards
- Compliance with uniform, grooming and presentation standards

6. Award information

Hair and beauty industry award 2020

Most beauty therapist positions in Australia are covered by the Hair and Beauty Industry Award 2020 (MA000005). This modern award sets minimum pay rates, penalty rates, allowances and conditions for employees in hairdressing and beauty salons. View current Hair and Beauty Award pay rates.

The award classifies employees across levels from Level 1 to Level 6. A qualified beauty therapist with a

Certificate IV in Beauty Therapy sits at Level 4, progressing to Level 6 with a Diploma of Beauty Therapy. A beautician holding only a Certificate III sits at Level 3. In FY2026/27, rates range from \$27.81 per hour at Level 1 to \$32.00 per hour at Level 6. Use award interpretation software to calculate pay accurately.

Penalty rates and casual loading

Under MA000005, casual employees receive a 25% casual loading on top of the base rate. Weekend and public holiday work attracts penalty rates: Saturday is paid at 133% (158% for casuals), Sunday at 200% (225% for casuals) and public holidays at 250%. Overtime is paid at 150% for the first hours and 200% thereafter.

Check the current rates for your therapist's classification level and confirm which penalties apply to your salon's trading days. Use the overtime and penalty rate calculator to estimate costs.

7. Frequently asked questions

About the role

Q: What does a beauty therapist do?

A beauty therapist performs skin and body treatments including facials, waxing and hair removal, lash and brow services, body treatments and spray tanning. They also conduct client consultations and skin analysis, maintain strict hygiene, operate electrical beauty equipment and recommend skincare products. The role blends technical treatment skill with strong customer service.

Q: What is the difference between a beauty therapist and a beautician?

The main difference is qualification and scope. A beauty therapist typically holds a Certificate IV in Beauty Therapy (Level 4) or a Diploma of Beauty Therapy (Level 6) and can perform advanced treatments. A beautician usually holds a Certificate III (Level 3) and focuses on more basic services. Under the Hair and Beauty Industry Award, these qualifications map to different classification levels and pay rates.

Q: What award covers beauty therapists in Australia?

Most beauty therapist positions are covered by the Hair and Beauty Industry Award 2020 (MA000005). This modern award sets minimum pay, penalty rates and conditions for salon and spa employees. Always confirm the award applies to your specific business.

Q: What classification level should I use for a beauty therapist?

Under MA000005, a qualified beauty therapist with a Certificate IV in Beauty Therapy sits at Level 4, while a therapist with a Diploma of Beauty Therapy sits at Level 6. A beautician with only a Certificate III sits at Level 3. See our Hair and Beauty Award pay rates guide for current rates at each level.

Qualifications

Q: What qualifications does a beauty therapist need in Australia?

A beauty therapist generally needs a Certificate IV in Beauty Therapy, which qualifies them at Level 4 under the Hair and Beauty Award. A Diploma of Beauty Therapy unlocks more advanced treatments and places the therapist at Level 6. Candidates also need working rights in Australia.

Q: Do beauty therapists need a Diploma or is a Certificate IV enough?

A Certificate IV in Beauty Therapy is sufficient for most beauty therapist roles and qualifies the therapist at Level 4. A Diploma of Beauty Therapy (Level 6) is preferred where you offer advanced skin treatments, use more complex electrical equipment, or want the therapist to work at the top of the classification scale. Decide based on your service menu.

Q: What qualifications should I require vs prefer for a beauty therapist?

Mandatory requirements typically include a Certificate IV in Beauty Therapy and working rights in Australia. Preferred qualifications often include a Diploma of Beauty Therapy, previous salon or spa experience, product-specific training and a current first aid certificate. Match the requirement to the treatments and classification level you are hiring for.

Q: Can I hire a beauty therapist without experience?

Yes. Newly qualified therapists holding a Certificate IV can be hired at Level 4 and developed on the job. Focus on their qualification, attitude, hygiene discipline and client manner. Clear job descriptions help candidates understand expectations and self-select appropriately.

Employment

Q: Should I hire casual or permanent beauty therapists?

This depends on your business needs. Casual therapists offer flexibility for variable demand but attract a 25% casual loading under MA000005. Permanent part-time staff provide consistency for regular clients and may improve retention. Many salons use a mix of permanent staff for core hours and casuals for peak periods.

Q: What penalty rates apply to beauty therapists?

Under the Hair and Beauty Award, Saturday work is paid at 133% (158% for casuals), Sunday at 200% (225% for casuals) and public holidays at 250%. Overtime is paid at 150% for the first hours and 200% thereafter. Use award interpretation software to calculate rates accurately.

Q: How much does a beauty therapist earn under the award?

In FY2026/27, base rates under MA000005 range from \$27.81 per hour at Level 1 to \$32.00 per hour at Level 6. A Certificate IV beauty therapist sits at Level 4 and a Diploma-qualified therapist at Level 6. Casuals receive a 25% loading on top. Check the current Hair and Beauty Award rates for exact figures at each level.

Q: What should I include in a beauty therapist employment contract?

Key elements include position title and classification level, employment type (casual, part-time or full-time), hourly rate, the applicable award, reporting structure, main duties, work location and required qualifications. For casuals, include the casual loading percentage. Use our digital employment contracts to simplify this process.

Rostering

Q: How far in advance must I provide rosters to beauty therapists?

Under the Hair and Beauty Award, rosters must be provided with reasonable notice and changes generally require employee agreement unless due to unforeseen circumstances. Using rostering software helps ensure compliance and gives staff visibility of their upcoming shifts.

Q: How do I roster around appointment bookings?

Align therapist rosters with your busiest booking periods and treatment demand. Read our guide on how to roster hairdressing and salon staff, and use rostering software to match staffing to demand while controlling wage costs.

Q: What breaks are beauty therapists entitled to?

Under the Hair and Beauty Award, employees are entitled to meal and rest breaks based on shift length, typically an unpaid meal break for shifts over five hours. Because therapists often work back-to-back appointments, build breaks into the roster. Use time and attendance tools to track hours and breaks accurately.

Q: How do I manage beauty therapist availability for rostering?

Collect availability preferences during onboarding and update them regularly. Use staff availability management tools to track when each therapist can work, and estimate the cost of shifts with the shift cost calculator. This simplifies roster creation and reduces last-minute gaps.