

Hairdresser Job Description

A free job description template for the Hair and Beauty industry

Company Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This hairdresser job description template is designed to reflect Australian workplace standards and hair 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 hairdresser (also known as a stylist or hair stylist) is a qualified professional who cuts, colours, styles and treats clients' hair, delivering a personalised experience from consultation to rebooking. The role blends technical skill with strong client care and retail awareness.

In Australia, hairdressers are typically covered by the Hair and Beauty Industry Award 2020 (MA000005). A fully qualified hairdresser who holds a Certificate III in Hairdressing is generally classified at Level 3, with experienced senior stylists progressing to Level 5 as they gain a Certificate IV or take on supervisory responsibilities.

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 and see how it works for hair salons.

2. Key responsibilities

Cutting and styling

Cutting, blow-drying and styling hair for a wide range of clients, tailoring each service to the client's hair type, face shape and preferences.

Colouring and treatments

Applying colour, foils, balayage and chemical treatments safely, mixing products accurately and monitoring processing times.

Client consultation

Conducting consultations to understand client goals, recommending services and managing expectations before each appointment.

Client care and rebooking

Delivering a welcoming experience, aftercare advice and encouraging rebooking to build a loyal client base.

Retail recommendations

Recommending and selling professional haircare and styling products suited to each client's needs.

Hygiene and station maintenance

Maintaining a clean, safe workstation, sterilising tools and following salon hygiene and work health and safety standards.

3. Skills and attributes

- Technical skill: Confident cutting, colouring and styling ability with a strong eye for detail and current trends.

- Communication: Clear consultations, active listening and the ability to translate a client's brief into the right service.
- Client focus: Genuine care for clients, patience and the ability to build rapport and long-term relationships.
- Time management: Managing back-to-back appointments, staying on schedule and handling walk-ins during busy trade.
- Teamwork: Collaborative attitude, willingness to support apprentices and colleagues and contribute to a positive salon culture.
- Reliability: Punctuality, consistent attendance, flexibility with weekend and late-night shifts and professional presentation.

4. Qualifications and requirements

The qualifications for hairdresser positions depend on the level of the role and the services offered. Some are mandatory, while others are preferred or desirable. Apprentices work toward the required qualification while employed.

- Certificate III in Hairdressing (required) — Nationally recognised qualification required for a fully qualified Level 3 hairdresser
- Working rights (required) — Eligibility to work in Australia
- Certificate IV in Hairdressing — Advantageous for senior stylist or salon management progression (Level 5)
- Colour and treatment experience — Demonstrated experience with foiling, balayage and chemical services
- First aid certificate — Current first aid certification is desirable
- Retail or sales experience — Experience recommending and selling professional products is advantageous

5. Working conditions

- Salon environment with regular weekend and late-night trade
- Standing for extended periods throughout the day
- Exposure to hair dyes, chemicals and cleaning products
- Use of personal protective equipment such as gloves
- Fast-paced schedule during peak appointment times
- Compliance with salon hygiene, uniform and grooming standards

6. Award information

Hair and beauty industry award 2020

Most hairdresser 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.

Adult classifications run from Level 1 at \$27.81 per hour (\$1,056.80 per week) up to Level 6 at \$32.00 per hour (\$1,215.90 per week). A fully qualified hairdresser with a Certificate III sits at Level 3, which is \$36.81 per hour for a casual employee including the 25% casual loading. Use award interpretation software to calculate pay accurately.

Penalty and overtime rates

Under MA000005, weekend and public holiday work attracts penalty rates. Saturday work is paid at 133% (158% for casuals) and Sunday at 200% (225% for casuals), while public holidays are paid at 250%. Overtime is paid at 150% for the first hours and 200% thereafter.

Because many salons trade on weekends and late nights, these penalties add up quickly. Model the true cost of each shift with the overtime and penalty rate calculator and the shift cost calculator before you build your roster.

7. Frequently asked questions

About the role

Q: What does a hairdresser do?

A hairdresser cuts, colours, styles and treats clients' hair, from consultation through to aftercare and rebooking. Day to day this includes cutting and blow-drying, applying colour, foils and treatments, recommending retail products and maintaining a clean, hygienic workstation. Under the Hair and Beauty Industry Award, a fully qualified hairdresser is typically classified at Level 3.

Q: What award covers hairdressers in Australia?

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

Q: What classification level should I use for a hairdresser?

A fully qualified hairdresser who holds a Certificate III in Hairdressing is generally classified at Level 3 under MA000005. Senior stylists with a Certificate IV or supervisory responsibilities can progress to Level 5. Apprentices are paid at apprentice rates while they work toward their qualification. See our Hair and Beauty Award pay rates guide for current rates at each level.

Q: Do I need to include pay rates in a job description?

It's not legally required, but including indicative pay rates can attract more applicants and set clear expectations. You can reference the applicable award rate or use phrases like 'Award rates plus penalties' or 'Competitive hourly rate based on experience.' Check the current Hair and Beauty Award rates for guidance.

Qualifications

Q: What qualifications does a hairdresser need in Australia?

A fully qualified hairdresser needs a Certificate III in Hairdressing, which is the nationally recognised qualification required for a Level 3 classification under MA000005. Candidates also need working rights in Australia. A Certificate IV in Hairdressing is advantageous for senior stylist or management roles.

Q: Can I hire an apprentice hairdresser?

Yes. Apprentices work toward their Certificate III in Hairdressing while employed and are paid at the apprentice rates set out in the Hair and Beauty Industry Award. Apprenticeships are a common way for salons to build their team and develop qualified stylists over time.

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

For a qualified hairdresser role, mandatory requirements should include a Certificate III in Hairdressing and working rights in Australia. Preferred qualifications typically include a Certificate IV, demonstrated colour and treatment experience, retail or sales experience and first aid certification. Match the requirements to the classification level you are hiring for.

Q: Do hairdressers need any licences to use chemicals?

There is no separate chemical licence for hairdressers, but training in the safe handling of dyes and treatments is covered within the Certificate III in Hairdressing. Salons must still follow work health and safety obligations, provide personal protective equipment such as gloves and maintain safety data sheets for the products they use.

Employment

Q: Should I hire casual or permanent hairdressers?

This depends on your business needs. Casual hairdressers offer flexibility and suit variable demand, but come with a 25% casual loading — a Level 3 casual is paid \$36.81 per hour under MA000005. Permanent part-time staff provide consistency and may have higher retention. Many salons use a mix of permanent staff for core shifts and casuals for peak periods.

Q: What penalty rates apply to hairdressers?

Under the Hair and Beauty Industry 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 these rates accurately.

Q: What should I include in a hairdresser employment contract?

Key elements include: position title and classification level, employment type (casual, part-time or full-time), hourly rate, the applicable award (MA000005), 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.

Q: How much does it cost to employ a hairdresser on a weekend?

Because salons trade heavily on weekends, penalty rates significantly affect labour cost — Saturday is 133% and Sunday is 200% of the base rate under MA000005, and higher again for casuals. Model the true cost of each shift with the shift cost calculator and the overtime and penalty rate calculator before finalising your roster.

Rostering

Q: How do I roster hairdressing staff efficiently?

Match stylist availability to your busiest appointment times, balance qualified stylists with apprentices and keep an eye on weekend penalty costs. Our guide to rostering hairdressing staff walks through the process, and rostering software helps you build compliant rosters in minutes.

Q: How far in advance should I provide rosters to hairdressers?

Providing rosters at least 7 days in advance is good practice and gives staff visibility of their upcoming shifts. Check the notice and change provisions in the Hair and Beauty Industry Award for your situation. Using rostering software helps you publish rosters early and manage changes.

Q: What breaks are hairdressers entitled to?

Meal and rest break entitlements are set out in the Hair and Beauty Industry Award and generally depend on shift length, with an unpaid meal break for longer shifts. Confirm the specific provisions for your roster and use time and attendance tracking to ensure breaks are recorded and taken.

Q: How do I manage hairdresser availability for rostering?

Collect availability preferences during onboarding and update them regularly. Use staff availability management to track when each stylist can work, then set clear policies about minimum availability and how to request changes. This simplifies roster creation and reduces last-minute gaps.