

Job Title: Nail Technician / Foot Care Assistant

Responsible to: Service Manager

Area: Cardiff

Hours: Variable hours with a minimum of 5.5 hours per week

Salary: £12.21 per hour (*tied to the National Minimum Wage and expected to increase in April 2026*)

Travel expenses paid

Main Purpose of Job

To provide a simple toe & fingernail cutting service to older people across Cardiff.

To promote Age Connects services.

To provide advice on good foot care and footwear for older people.

Clinic & Work Locations

- **Once a fortnight at Llanrumney Hub**, Countisbury Avenue, Cardiff
 - **Once a fortnight at Tremorfa STAR Hub**, Muirton Rd, Cardiff
 - **Additional shifts** may be available at other Cardiff locations — these can be discussed at interview
 - **Additional shifts at our office in Sbectrwm**, Fairwater, Cardiff, supporting with:
 - Answering phone enquiries
 - Operating our autoclave
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Experience Required

- Experience in cutting toenails — this can be through:
 - Personal experience (e.g. supporting family members)
 - Professional experience in pedicure or foot care settings
 - Confidence working with older people in a caring and respectful manner
 - Ability to work independently and maintain accurate records
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Duties

Service Provision

- Assess clients to determine eligibility for the nail cutting service
- Provide basic nail clipping, filing and care to clients' feet and hands
- Offer advice on general foot care and appropriate footwear
- Refer clients to a podiatrist when conditions fall outside your scope of practice
- Collect fees, issue receipts, record payments and bank monies
- Promote the nail cutting service and Age Connects fundraising activities

Monitoring and Administration

- Maintain accurate records of all treatments and related work
 - Ensure client information is kept confidential
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How to Apply

Visit: www.ageconnectscardiff.org.uk/about/job-opportunities

Or email your CV and a covering letter explaining why you're the right candidate to:

nailcutting@ageconnectscardiff.org.uk

For more information about the service, call: **02922 331 113**

All employees of Age Connects Cardiff & Vale of Glamorgan are subject to the organisation's Terms and Conditions.

Employees are expected to contribute to a safe and healthy workplace and take responsibility for their own safety and that of others.