

**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**

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### **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.

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### **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
- Prepare reports and statistics to inform stakeholders of service progress

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### **How to Apply**

Visit: [www.ageconnectscardiff.org.uk/about/job-opportunities](http://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**

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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.