

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 14 August 2026

Government Secondary and Primary Schools

Contract Period : 1 year

	Post Title	Salary
1.	<u>Administrative Assistant</u>	\$28,020
2.	<u>Teaching Assistant (Diploma Level)</u>	\$19,270
3.	<u>General Worker</u>	\$15,000

Post : Administrative Assistant**Salary : \$28,020 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
1	Tai Po Government Primary School	EDB/SRA/0474/26	-

Duties : (a) To handle general administrative duties in school; (b) To provide support for school development, curriculum development and students' development in school; (c) To compile various statistical and analytical returns; (d) To provide secretarial support for School Management Committee and Parents' and Teachers' Association; (e) To draft minutes for various meetings in school and perform clerical duties in school office; (f) To assist in organising school activities; (g) Work on shift or overtime may be required; and (h) Any other duties assigned by the school.

Entry Requirements : (a) A Hong Kong bachelor's degree, or equivalent; (b) Met the language proficiency requirements of Level 3 (Note) or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or the Hong Kong Certificate of Education Examination (HKCEE), or equivalent preferred; (c) A good command of both Chinese and English; (d) Experience in administrative work preferred; (e) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; and (f) May be required to take trade test and/or written test.

Post : Teaching Assistant (Diploma Level)**Salary : \$19,270 per month (Contract Period: 1 year)**

No	Related subject / discipline	School	EDB Job No	Gratuity
2	Special Educational Needs	Kwun Tong Government Primary School	EDB/SRA/0469/26	-
3	Special Educational Needs / Counselling	Shau Kei Wan East Government Secondary School	EDB/SRA/0470/26	-

Duties : (a) To assist teachers in handling non-teaching duties; (b) To assist in preparing teaching tools, materials and references; (c) To facilitate extra-curricular and students' activities; (d) To provide academic and counseling support for students; (e) To prepare data for school self-evaluation and external school review; (f) To conduct teaching-related analysis and survey; (g) To design webpage for teaching; (h) To provide support for students with special educational needs and handle related administrative work; (i) Work on shift or overtime may be required; and (j) Any other duties assigned by the school.

Entry Requirements : (a) A Diploma from a Hong Kong tertiary educational institution, or equivalent; (b) Major in related subjects preferred; (c) A good command of both Chinese and English; (d) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; (e) Relevant working experience preferred; and (f) May be required to take trade test and/or written test.

Post : General Worker**Salary : \$15,000 per month (Contract Period: 1 year)**

No	School	EDB Job No
4	Cheung Chau Government Secondary School	EDB/SRA/0468/26
5	Kowloon Tong Government Primary School	EDB/SRA/0473/26
CSB1	Hennessy Road Government Primary School (Causeway Bay)	EDB/SRA/0472/26
LD1	Hotung Secondary School	EDB/SRA/0471/26

Duties : (a) To perform school cleaning and labourer duties; (b) To print, receive and dispatch of documents; (c) To assist in receiving visitors; (d) To receive calls and answer general telephone enquiries;

(e) To perform outdoor duties; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) Completion of Primary 6 or above; (b) Able to communicate in Chinese and simple English; (c) Knowledge in gardening, maintenance of appliances and furniture preferred; (d) Relevant working experience preferred; and (e) May be required to take trade test.

Notes :

For appointment purpose, 'Grade C' and 'Grade E' in Chinese Language and English Language (Syllabus B) in the HKCEE before 2007 are accepted administratively as comparable to 'Level 3' and 'Level 2' respectively in Chinese Language and English Language in the 2007 HKCEE and henceforth.

Closing date of application :

Posts (1)-(4) : 21 August 2026

Posts (5) and (LD1) : 27 August 2026

Post (CSB1) : 28 August 2026

How to apply :

You may obtain an application form [G.F. 340 (Rev. 7/2023)] from any Home Affairs Enquiry Centre of District Offices, Home Affairs Department or any Job Centre of the Employment Services Division, Labour Department. You may also download the application form from the Civil Service Bureau's Internet website (<https://www.csb.gov.hk>). To apply, please send the completed application form to the email address listed below **on or before the closing date for application**. Please indicate the post you are applying for together with the corresponding EDB Job Number in the email subject, e.g. "Application for Administrative Assistant (EDB/SRA/001/26)".

Application submitted in paper form by post, by fax or in person is NOT ACCEPTED.

[For posts (4)-(5), (CSB1) and (LD1), applications by post are also accepted]

To apply, please send the completed application form to the address below on or before the closing date for application. To avoid delayed or unsuccessful delivery of applications by post, please ensure that the correct address is clearly printed or written on the envelope and sufficient postage has been affixed before posting. Mail items bearing insufficient postage will not be delivered to this Bureau and will be returned to the sender or disposed of by the Hongkong Post, where appropriate. Applicants will bear any consequences arising from paying insufficient postage.

The new version of application form for Government jobs G.F. 340 (Rev. 7/2023) has been in use with effect from 26 July 2023. Candidates who apply for Government jobs advertised on or after 26 July 2023 should use the new G.F. 340 (Rev. 7/2023). If candidates submit the old version form (G.F. 340 (Rev. 3/2013)), they will be required to fill in the new G.F. 340 (Rev. 7/2023) afresh and submit it within seven days upon request. If candidates fail to submit the new G.F. 340 (Rev. 7/2023) within the stipulated deadline, their applications will not be processed further.

Applicants who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. For enquiries, please call the telephone number indicated.

Bilingual advertisements of the post, including other information such as gratuity (if any) and fringe benefits etc. are available at the Civil Service Bureau's Internet website (<https://www.csb.gov.hk/>).

School Address, Email Address and Enquiry Telephone :

<u>School</u>	<u>Address</u>	<u>Email Address</u>	<u>Enquiry Telephone</u>
Hennessy Road Government Primary School (Causeway Bay)	3 Eastern Road, Causeway Bay, Hong Kong	hrgpscwb@edb.gov.hk	2157 2788
Kowloon Tong Government Primary School	6 Tim Fuk Road, Kowloon Tong, Kowloon	klntgps@edb.gov.hk	2336 0991
Kwun Tong Government Primary School	240 Ngau Tau Kok Road, Ngau Tau Kok, Kowloon	ktgps@edb.gov.hk	2756 0762
Tai Po Government Primary School	8 Tai Wo Road, Tai Po, New Territories	tpgpsrecruit@edb.gov.hk	2658 4062
Cheung Chau Government Secondary School	5B School Road, Cheung Chau, New Territories	cicccgss@edb.gov.hk	2981 0514
Hotung Secondary School	1 Ka Ning Path, Causeway Bay, Hong Kong	cichtss@edb.gov.hk	2577 5433
Shau Kei Wan East Government Secondary School	40 Chai Wan Road, Shau Kei Wan, Hong Kong	skwegss@edb.gov.hk	2560 2677