

**EDUCATION BUREAU**  
**Non-Civil Service Vacancies**  
**Publication Date: 5 September 2025**

**Government Secondary and Primary Schools**

**Contract Period : up to 31 August 2026**

	<b>Post Title</b>	<b>Salary</b>
<b>1.</b>	<a href="#"><u>Teaching Assistant (Diploma Level)</u></a>	<b>\$18,895</b>
<b>2.</b>	<a href="#"><u>Teaching Assistant (Matriculated)</u></a>	<b>\$17,185</b>
<b>3.</b>	<a href="#"><u>General Clerk</u></a>	<b>\$15,865</b>
<b>4.</b>	<a href="#"><u>Semi-skilled Worker</u></a>	<b>\$14,945</b>
<b>5.</b>	<a href="#"><u>General Worker</u></a>	<b>\$14,710</b>

**Post : Teaching Assistant (Diploma Level)****Salary : \$18,895 per month (Contract Period: up to 31 August 2026)**

<b>No</b>	<b>Related subject / discipline</b>	<b>School</b>	<b>EDB Job No</b>
<b>1</b>	<b>Chinese Language</b>	<b>Queen's College</b>	<b>EDB/SRA/0498/25</b>
<b>2</b>	<b>Special Educational Needs</b>	<b>King's College</b>	<b>EDB/SRA/0500/25</b>
<b>3</b>		<b>Fanling Government Primary School</b>	<b>EDB/SRA/0501/25</b>
<b>4</b>		<b>Shau Kei Wan Government Primary School</b>	<b>EDB/SRA/0505/25</b>
<b>5</b>	<b>Special Educational Needs</b>	<b>Shau Kei Wan Government Primary School</b>	<b>EDB/SRA/0506/25</b>
<b>6</b>	<b>Non-Chinese speaking students</b>	<b>Kwun Tong Government Primary School</b>	<b>EDB/SRA/0507/25</b>
<b>7</b>	<b>Special Educational Needs</b>	<b>Tuen Mun Government Secondary School</b>	<b>EDB/SRA/0508/25</b>
<b>8</b>	<b>Special Educational Needs/Mathematics</b>	<b>Shau Kei Wan East Government Secondary School</b>	<b>EDB/SRA/0510/25</b>
<b>9</b>		<b>Ma Tau Chung Government Primary School</b>	<b>EDB/SRA/0511/25</b>
<b>10</b>		<b>Aldrich Bay Government Primary School</b>	<b>EDB/SRA/0512/25</b>
<b>LD1</b>	<b>Mathematics &amp; Special Educational Needs</b>	<b>Shau Kei Wan Government Secondary School</b>	<b>EDB/SRA/0515/25</b>

**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.

**Additional duties/entry requirements:**

**Post (2) :** To assist teachers in implementing the School-based Inclusive Education Policy; major in Psychology / Counseling Psychology preferred.

**Post (5) :** To support in the extra-curricular activities for students with special educational needs including outdoor activities; To provide support for learning activities and the Student Support Unit; To assist in counselling students with learning difficulties.

**Post (7) :** An accreditation in counselling/psychology or relevant working experience preferred; To support in the extra-curricular activities for students with special educational needs (SEN), including outdoor activities; To provide support for learning activities and the Student Support Team; To assist in counselling students with learning difficulties.

**Post : Teaching Assistant (Matriculated)****Salary : \$17,185 per month (Contract Period: up to 31 August 2026)**

<b>No</b>	<b>Related subject / discipline</b>	<b>School</b>	<b>EDB Job No</b>
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11		<b>Homantin Government Secondary School</b>	<b>EDB/SRA/0503/25</b>
12		<b>Kowloon Tong Government Primary School</b>	<b>EDB/SRA/0504/25</b>

**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) (i) Level 3 (Note 1) or above in five subjects (may include Chinese Language and English Language) in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or (ii) Grade E or above in two subjects at Advanced Level in the Hong Kong Advanced Level Examination and Level 3 (Note 2) / Grade C or above in three other subjects (may include Chinese Language and English Language) in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (b) Met the language proficiency requirements of Level 2 (Note 2) or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent; (c) 1 year's relevant working experience in education field; (d) A good command of both Chinese and English; (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 : General Clerk**

**Salary : \$15,865 per month (Contract Period: up to 31 August 2026)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
13	<b>Tin Shui Wai Government Primary School</b>	<b>EDB/SRA/0499/25</b>
14	<b>Homantin Government Secondary School</b>	<b>EDB/SRA/0502/25</b>

**Duties :** (a) To perform general clerical duties; (b) To handle student affairs, including data-input; (c) To assist teachers in arranging non-teaching activities; (d) To assist in supervising minor staff; (e) To answer enquiries from parents or members of the public; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

**Entry Requirements :** (a) Completion of Secondary 5, or equivalent; (b) A good command of both Chinese and English, Level 2 (Note 2) 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) Working experience in school preferred; (d) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; and (e) May be required to take trade test and/or written test.

#### **Additional duties/entry requirements:**

**Post (14) :** To assist in the follow up of maintenance of the school premises.

#### **Post : Semi-skilled Worker**

**Salary : \$14,945 per month (Contract Period: up to 31 August 2026)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
15	<b>King's College</b>	<b>EDB/SRA/0509/25</b>
16	<b>Aldrich Bay Government Primary School</b>	<b>EDB/SRA/0513/25</b>

**Duties :** (a) To perform general duties in school workshop/laboratory; (b) To handle daily cleaning and maintenance work; (c) Work on shift or overtime may be required; and (d) 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 use and maintenance of workshop tools and general stationery equipment; (d) Working experience in school workshop/laboratory preferred; and (e) May be required to take trade test.

**Post : General Worker**

**Salary : \$14,710 per month (Contract Period: up to 31 August 2026)**

No	School	EDB Job No
17	Aldrich Bay Government Primary School	EDB/SRA/0514/25

**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 :**

1. For appointment purpose, "Attained with Distinction" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade C in Other Language subjects in the HKDSEE are accepted as equivalent to Level 3 in the New Senior Secondary subjects in the HKDSEE. "Attained" in Applied Learning subjects (subject to a maximum of two Applied Learning subjects), and Grade E in Other Language subjects in the HKDSEE are accepted as equivalent to Level 2 in the New Senior Secondary subjects in the HKDSEE
2. 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), (3), (7), (9) and (12)-(13): 18 September 2025**

**Posts (2), (4)-(6) and (15): 19 September 2025**

**Post (8), (11), (14) and (LD1): 12 September 2025**

**Post (10) and (16)-(17): 11 September 2025**

**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/>).

**I. Application by post**

To apply, please send the completed application form to the address below on or before the closing date for application. Please indicate the post applied for and EDB Job No., e.g. "Application for Administrative Assistant (EDB/SRA/0001/25)" in the application form and envelope. 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.

## II. Application by email

Applicants can also send the completed application form to the email address below by email on or before the closing date for application. Please indicate the post applied for and EDB Job No., e.g. "Application for Administrative Assistant (EDB/SRA/0001/25)" in the email subject.

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/>).

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.

### **School Address, Email Address and Enquiry Telephone :**

<b><u>School</u></b>	<b><u>Address</u></b>	<b><u>Email Address</u></b>	<b><u>Enquiry Telephone</u></b>
Aldrich Bay Government Primary School	1 Oi Lai Street, Shau Kei Wan, Hong Kong	<a href="mailto:abgps@edb.gov.hk">abgps@edb.gov.hk</a>	2561 1118
Fanling Government Primary School	Cheung Wah Estate, Fanling, New Territories	<a href="mailto:fgps_job@edb.gov.hk">fgps_job@edb.gov.hk</a>	2669 2024
Kowloon Tong Government Primary School	6 Tim Fuk Road, Kowloon Tong, Kowloon	<a href="mailto:klntgps@edb.gov.hk">klntgps@edb.gov.hk</a>	2336 0991
Kwun Tong Government Primary School	240 Ngau Tau Kok Road, Ngau Tau Kok, Kowloon	<a href="mailto:ktgps@edb.gov.hk">ktgps@edb.gov.hk</a>	2756 0762
Ma Tau Chung Government Primary School	1 Fuk Cheung Street, Tokwawan, Kowloon	<a href="mailto:judywyho@edb.gov.hk">judywyho@edb.gov.hk</a>	2711 5548
Shau Kei Wan Government Primary School	19 Main Street East, Shaukeiwan, Hong Kong	<a href="mailto:skwgps@edb.gov.hk">skwgps@edb.gov.hk</a>	2569 2532
Tin Shui Wai Government Primary School	10 Tin Shui Road, Tin Shui Wai, Yuen Long, New Territories	<a href="mailto:tswgps@edb.gov.hk">tswgps@edb.gov.hk</a>	2447 4288
Homantin Government Secondary School	8 Perth Street, Homantin, Kowloon	<a href="mailto:hgss@edb.gov.hk">hgss@edb.gov.hk</a>	2711 2680
King's College	63A Bonham Road, Hong Kong	<a href="mailto:kings@edb.gov.hk">kings@edb.gov.hk</a>	2547 0310
Queen's College	120 Causeway Road, Causeway Bay, Hong Kong	<a href="mailto:cicqc@edb.gov.hk">cicqc@edb.gov.hk</a>	2576 1992
Shau Kei Wan East Government Secondary School	40 Chai Wan Road, Shau Kei Wan, Hong Kong	<a href="mailto:skwegss@edb.gov.hk">skwegss@edb.gov.hk</a>	2560 2677
Shau Kei Wan Government Secondary School	42 Chai Wan Road, Shaukeiwan, Hong Kong	<a href="mailto:recruit_skwgss@edb.gov.hk">recruit_skwgss@edb.gov.hk</a>	2560 3544
Tuen Mun Government Secondary School	393 Castle Peak Road, Castle Peak Bay, Tuen Mun, New Territories	<a href="mailto:tmgss@edb.gov.hk">tmgss@edb.gov.hk</a>	2458 0459