

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 12 September 2025

Government Secondary and Primary Schools

Contract Period : up to 31 August 2026

	Post Title	Salary
1.	<u>Information Technology Resources Assistant</u>	\$20,620
2.	<u>Teaching Assistant (Diploma Level)</u>	\$18,895
3.	<u>Teaching Assistant (Matriculated)</u>	\$17,185
4.	<u>General Clerk</u>	\$15,865
5.	<u>General Worker</u>	\$14,710

Post : Information Technology Resources Assistant**Salary : \$20,620 per month (Contract Period: up to 31 August 2026)**

No	School	EDB Job No
1	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0525/25

Duties : (a) To assist in managing and operating the computers and Information Technology (IT) facilities in school; (b) To liaise with related vendors for daily maintenance of IT facilities in school and handle related works; (c) To assist in production of slides/videos for teaching; (d) To design, develop and update the school webpages; (e) To support online learning platforms, CloudSAMS and school intranet; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

Entry Requirements : (a) A Higher Diploma from a Hong Kong tertiary educational institution, or equivalent, majoring in Information Technology (IT) or related subjects preferred; (b) Relevant experience in computer operation and technical support; (c) A good command of both Chinese and English; (d) Familiar with the use of the computer network and software, such as Microsoft Office, Adobe, Dreamweaver and Flash, etc.; and (e) May be required to take trade test and/or written test.

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

No	Related subject / discipline	School	EDB Job No
2	Chinese Language & Library	Chiu Lut Sau Memorial Secondary School	EDB/SRA/0520/25
3	Non-Chinese Speaking Students	Jockey Club Government Secondary School	EDB/SRA/0521/25
4	Special Educational Needs & English Language	NTHYK Tai Po District Secondary School	EDB/SRA/0530/25
5		Kowloon Technical School	EDB/SRA/0531/25
LD1		Wong Tai Sin Government Primary School	EDB/SRA/0523/25

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

No	Related subject / discipline	School	EDB Job No
6		Homantin Government Secondary School	EDB/SRA/0518/25

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)

No	School	EDB Job No
7	Tin Shui Wai Government Primary School	EDB/SRA/0516/25
8	Homantin Government Secondary School	EDB/SRA/0517/25
9	NTHYK Yuen Long District Secondary School	EDB/SRA/0522/25
10	Sheung Shui Government Secondary School	EDB/SRA/0527/25
11	Sir Ellis Kadoorie (Sookunpo) Primary School	EDB/SRA/0529/25
CSB1	Jordan Road Government Primary School	EDB/SRA/0526/25

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 (8) : To assist in the follow up of maintenance of the school premises.

Post : General Worker

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

No	School	EDB Job No
12	Hong Kong Southern District Government Primary School	EDB/SRA/0519/25
13	Fuk Wing Street Government Primary School	EDB/SRA/0528/25
LD2	South Yuen Long Government Primary School	EDB/SRA/0524/25

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) and (LD1): 25 September 2025

Posts (2), (5)-(6), (8)-(9) and (11): 19 September 2025

Post (10), (12) and (LD2): 26 September 2025

Post (4), (13) and (CSB1): 18 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 :

<u>School</u>	<u>Address</u>	<u>Email Address</u>	<u>Enquiry Telephone</u>
Fuk Wing Street Government Primary School	231 Fuk Wing Street, Shamshuipo, Kowloon	fwsgps@edb.gov.hk	2386 9426
Hong Kong Southern District Government Primary School	325, Ap Lei Chau Bridge Road, Ap Lei Chau, Hong Kong	hksdgps@edb.gov.hk	2551 0030
Jordan Road Government Primary School	1B Nanking Street, Yaumatei, Kowloon	jrgps@edb.gov.hk	2332 4249
Sir Ellis Kadoorie (Sookunpo) Primary School	9 Eastern Hospital Road, Sookunpo, Hong Kong	sekps@edb.gov.hk	2577 3489
South Yuen Long Government Primary School	No. 21, Lam Hau Tsuen Road, Yuen Long, New Territories	sylgps@edb.gov.hk	2478 1230
Tin Shui Wai Government Primary School	10 Tin Shui Road, Tin Shui Wai, New Territories	tswgps@edb.gov.hk	2447 4288
Wong Tai Sin Government Primary School	100 Ching Tak Street, Wong Tai Sin, Kowloon	wtsgps@edb.gov.hk	2320 2437
Chiu Lut Sau Memorial Secondary School	7 Tai Yuk Road, Yuen Long, New Territories	clsmss_hr@edb.gov.hk	2477 8237
Helen Liang Memorial Secondary School (Shatin)	2 Hin Tin Street, Tai Wai, Shatin, New Territories	williamwlyip@edb.gov.hk	2694 1414
Homantin Government Secondary School	8 Perth Street, Homantin, Kowloon	hgss@edb.gov.hk	2711 2680
Jockey Club Government Secondary School	2B Oxford Road, Kowloon Tong, Kowloon	jcgss@edb.gov.hk	2336 6761
Kowloon Technical School	332-334 Cheung Sha Wan Road, Kowloon	wongkapui@edb.gov.hk	2386 0737
NTHYK Tai Po District Secondary School	Tai Yuen Estate, Tai Po, New Territories	recruit_tpdss@edb.gov.hk	2664 3032
NTHYK Yuen Long District Secondary School	123 Kau Yuk Road, Yuen Long, New Territories	nthykyldss@edb.gov.hk	2476 6226
Sheung Shui Government Secondary School	21 Pak Wo Road, Sheung Shui, New Territories	ssgss@edb.gov.hk	2668 0628