

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 3 October 2025

Government Secondary and Primary Schools

Contract Period : up to 31 August 2026

	Post Title	Salary
1.	<u>Teaching Assistant (Diploma Level)</u>	\$18,895
2.	<u>Accounting Clerk</u>	\$19,455
3.	<u>General Clerk</u>	\$15,865
4.	<u>General Worker</u>	\$14,710
5.	<u>Information Technology Education Manager</u>	\$30,000

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
1		Sheung Shui Government Secondary School	EDB/SRA/0545/25
LD1	Special Educational Needs	Shau Kei Wan Government Secondary School	EDB/SRA/0543/25

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 : Accounting Clerk**Salary : \$19,455 per month (Contract Period: up to 31 August 2026)**

No	School	EDB Job No
CSB1	Fuk Wing Street Government Primary School	EDB/SRA/0547/25

Duties : (a) To handle school accounting and financial duties; (b) To manage the school accounts and financial records; (c) To be responsible for inventory and procurement; (d) Work on shift or overtime may be required; and (e) Any other duties assigned by the school.

Entry Requirements : (a) A Diploma in Accounting or related subject from a Hong Kong tertiary educational institution, or equivalent; (b) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; (c) Working experience in school preferred; and (d) 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
2	North Point Government Primary School	EDB/SRA/0544/25

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) 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.

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

No	School	EDB Job No
3	Shau Kei Wan East Government Secondary School	EDB/SRA/0546/25
CSB2	Fuk Wing Street Government Primary School	EDB/SRA/0548/25

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.

Post : Information Technology Education Manager

Salary : \$30,000 per month (Contract Period: up to 31 August 2026)

No	School	EDB Job No
4	Queen's College	EDB/SRA/0542/25

Duties : (a) To supervise the operation of information systems and school intranet (eClass); (b) To assist teachers in the implementation of online learning platforms, videos and educational materials; (c) To assist in managing and operating the school wired and WiFi network; (d) To liaise with related vendors for daily maintenance of IT facilities in school; (e) To assess IT Education training needs, evaluate program effectiveness; (f) To assist with in-house IT Education training for teachers; (g) To support the use of computer hardware, software and network equipment in school; (h) To manage the technical support staff deployed by the service contractor; (i) Work on shift or overtime may be required; and (j) Any other duties assigned by the school.

Entry Requirements : (a) A Higher Diploma / Associate Degree in Information Technology(IT), or related subject from a Hong Kong tertiary educational institution, or equivalent, or Higher Diploma / Associate Degree in any subject from a Hong Kong tertiary educational institution, or equivalent with at least 2 years post-qualification full-time working experience in IT field; (b) Holder of Microsoft Certified System Engineer (MCSE), Cisco Certified Network Associate (CCNA), or equivalent preferred; (c) At least 2 years of relevant experience in Network Support in WAN/LAN implementation and maintenance; (d) Knowledge of network management systems, network equipment and communication protocols; (e) Familiar with Microsoft failover cluster, Microsoft Hyper-V operation and Veeam Backup and Replication software preferred; (f) Solid experience in performing user IT support, assisting in incident management / troubleshooting, managing school IT systems (e.g. eClass, Google Workspace for Education, MDM, etc.), computer hardware, software and livestreaming preferred; (g) Working experience in educational institutions preferred; (h) Good command of written Chinese and English and fluent in Cantonese and English; and (i) May be required to take trade test and/or written test. [Remarks: This post is open to male and female applicants.]

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), (CSB1) and (CSB2): 17 October 2025

Post (2): 16 October 2025

Posts (3) and (LD1): 10 October 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
North Point Government Primary School	No. 888, King's Road, North Point, Hong Kong	npgps@edb.gov.hk	2561 7130
Queen's College	120 Causeway Road, Causeway Bay, Hong Kong	cicqc@edb.gov.hk	2576 1992
Shau Kei Wan Government Secondary School	42 Chai Wan Road, Shaukeiwan, Hong Kong	recruit_skwgss@edb.gov.hk	2560 3544
Shau Kei Wan East Government Secondary School	40 Chai Wan Road, Shau Kei Wan, Hong Kong	skwegss@edb.gov.hk	2560 2677
Sheung Shui Government Secondary School	21 Pak Wo Road, Sheung Shui, New Territories	ssgss@edb.gov.hk	2668 0628