

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 24 October 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>Accounting Clerk</u>	\$19,455
4.	<u>General Clerk</u>	\$15,865
5.	<u>General Worker</u>	\$14,710
6.	<u>School Administrative Executive</u>	\$35,080

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

No	School	EDB Job No
1	South Yuen Long Government Primary School	EDB/SRA/0565/25

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	Special Educational Needs/Counselling	Shau Kei Wan East Government Secondary School	EDB/SRA/0556/25
3	Special Educational Needs	Li Cheng Uk Government Primary School	EDB/SRA/0560/25
4	Science	North Point Government Primary School	EDB/SRA/0562/25

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.

Additional duties/entry requirements:

Post (3) : Fluent in English preferred; To assist students with special educational needs in participating in extra-curricular activities, including outdoor activities; To provide support to students in lesson; To provide assistance to students with learning difficulties.

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

No	School	EDB Job No
5	Jordan Road Government Primary School	EDB/SRA/0566/25

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
6	Sir Ellis Kadoorie (Sookunpo) Primary School	EDB/SRA/0559/25
7	Sha Tin Government Primary School	EDB/SRA/0561/25
8	Jordan Road Government Primary School	EDB/SRA/0567/25

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
9	Tang Shiu Kin Victoria Government Secondary School	EDB/SRA/0557/25
10	Queen's College	EDB/SRA/0558/25
11	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0563/25

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 : School Administrative Executive

Salary : \$35,080 per month (Contract Period: up to 31 August 2026)

No	School	EDB Job No
12	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0564/25

Duties : (a) To assist in the operation of the School Management Committee; (b) To assist in co-ordinating and handling general administrative matters of the school, including (i) financial resource management and procurement/tendering; (ii) staff recruitment and human resource management; (iii) school-based complaint and crisis management; and (iv) school premises maintenance and safety issues,

etc.; (c) To provide support for school development, curriculum development and students' development; (d) To compile various statistical and analytical returns; (e) To assist in liaising with various stakeholders of the school and outside organisations; (f) Work on shift or overtime may be required; and (g) 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; (c) A good command of both Chinese and English; (d) At least one year's relevant working experience; (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 a trade test and/or written test.

Note :

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), (7) and (9): 6 November 2025

Posts (2), (5)-(6), (8) and (12): 31 October 2025

Posts (3), (10) and (11): 7 November 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>
Jordan Road Government Primary School	1B Nanking Street, Yaumatei, Kowloon	jrgps@edb.gov.hk	2332 4249
Kwun Tong Government Primary School (Sau Ming Road)	130 Sau Ming Road, Sau Mau Ping, Kwun Tong, Kowloon	ktgpssmr@edb.gov.hk	2709 2220
Li Cheng Uk Government Primary School	43 Tonkin Street, Shamshuipo, Kowloon	lcugps_recruit@edb.gov.hk	2386 8049
North Point Government Primary School	No. 888, King's Road, North Point, Hong Kong	npgps@edb.gov.hk	2561 7130
Sha Tin Government Primary School	Sun Tin Wai Estate, Sha Tin, New Territories	cicstgps@edb.gov.hk	2604 9867
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
Queen's College	120 Causeway Road, Causeway Bay, Hong Kong	cicqc@edb.gov.hk	2576 1992
Shau Kei Wan East Government Secondary School	40 Chai Wan Road, Shau Kei Wan, Hong Kong	skwegss@edb.gov.hk	2560 2677
Tang Shiu Kin Victoria Government Secondary School	5 Oi Kwan Road, Wanchai, Hong Kong	tskvgss_hr@edb.gov.hk	2573 6962