

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 4 July 2025

Government Secondary and Primary Schools

Contract Period : 1 year

	Post Title	Salary
1.	<u>Information Technology Resources Officer</u>	\$27,475
2.	<u>Information Technology Resources Assistant</u>	\$20,620
3.	<u>Teaching Assistant (Diploma Level)</u>	\$18,895
4.	<u>Teaching Assistant (Matriculated)</u>	\$17,185
5.	<u>General Clerk</u>	\$15,865
6.	<u>Semi-skilled Worker</u>	\$14,945
7.	<u>General Worker</u>	\$14,710
8.	<u>School Administrative Executive</u>	\$35,080

Post : Information Technology Resources Officer**Salary : \$27,475 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
1	Farm Road Government Primary School	EDB/SRA/0332/25	-
2	Tin Shui Wai Government Primary School	EDB/SRA/0335/25	-
3	Queen Elizabeth School	EDB/SRA/0352/25	-
4	Li Cheng Uk Government Primary School	EDB/SRA/0344/25	10%

Duties : (a) To manage and operate the computers and Information Technology (IT) facilities in schools; (b) To support the use of computer hardware, software and network equipment including: (i) installation and configuration; (ii) user support and troubleshooting; (iii) system update and maintenance; (iv) stock keeping and procurement; (c) To design, develop and update school webpages and computer applications; (d) To assist in promoting IT education, mobile learning and Science, Technology, Engineering and Mathematics (STEM) education and operating relevant equipment; (e) To assist in production of multimedia teaching materials; (f) To support and assist in managing online learning platforms, CloudSAMS and school intranet; (g) To assist in managing and operating the audio-visual facilities in schools, including the stage lighting and Campus TV; (h) Work on shift or overtime may be required; and (i) Any other duties assigned by the school.

Entry Requirements : (a)(i) A Hong Kong bachelor's degree in Computer Science, Computer Engineering or related subjects, or equivalent; or (ii) A Higher Diploma from a Hong Kong tertiary educational institution, or equivalent, majoring in Information Technology (IT) or related subjects, and at least 3 years' working experience in computer networking operation and technology support; (b) Holder of Microsoft Certified Professional (MCP) certification preferred; (c) Experience in operating for Windows Server 2003 / 2008 / 2012 / 2016 or above preferred; (d) Experience in operating Linux System preferred; (e) Relevant working experience in school preferred; (f) A good command of both Chinese and English; (g) Familiar with the use of the general desktop computer and tablet software, such as word-processing, spreadsheet, presentation and graphic design programmes; and (h) May be required to take trade test and/ or written test.

Post : Information Technology Resources Assistant**Salary : \$20,620 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
5	Kwun Tong Kung Lok Government Secondary School	EDB/SRA/0371/25	-
CSB1	Jordan Road Government Primary School	EDB/SRA/0374/25	10%

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: 1 year)**

No	Related subject / discipline	School	EDB Job No	Gratuity
6	Information Technology	Tin Shui Wai Government	EDB/SRA/0338/25	-

		Primary School		
7	Chinese Language	Li Cheng Uk Government Primary School	EDB/SRA/0345/25	-
8	Design	Li Cheng Uk Government Primary School	EDB/SRA/0346/25	-
9	Information Technology	Li Cheng Uk Government Primary School	EDB/SRA/0347/25	-
10	English Language	Li Cheng Uk Government Primary School	EDB/SRA/0348/25	-
11		Tong Mei Road Government Primary School	EDB/SRA/0350/25	-
12	Healthy School Programme/Learning & Teaching	Queen Elizabeth School	EDB/SRA/0353/25	-
13	Student Supports/Chinese Language & Non-Chinese Speaking Students	Queen Elizabeth School	EDB/SRA/0354/25	-
14	English Language & Special Educational Needs	Queen Elizabeth School	EDB/SRA/0355/25	-
15	Science, Technology, Engineering, Art and Mathematics (STEAM)/Mathematics	Queen Elizabeth School	EDB/SRA/0356/25	-
16		Hoi Pa Street Government Primary School	EDB/SRA/0359/25	-
17		Sha Tin Government Secondary School	EDB/SRA/0360/25	-
18	Special Educational Needs	Sham Shui Po Government Primary School	EDB/SRA/0361/25	-
19	Non-Chinese Speaking Students	Sham Shui Po Government Primary School	EDB/SRA/0362/25	-
20	Information Technology	Hong Kong Southern District Government Primary School	EDB/SRA/0364/25	-
21	Design	Hong Kong Southern District Government Primary School	EDB/SRA/0365/25	-
22	Special Educational Needs	Hong Kong Southern District Government Primary School	EDB/SRA/0366/25	-
23	Moral, Civic and National Education	Hennessy Road Government Primary School (Causeway Bay)	EDB/SRA/0369/25	-
24		Tai Po Government Primary School	EDB/SRA/0370/25	-
LD1		Clementi Secondary School	EDB/SRA/0375/25	-

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 (7)** : Fluent in English speaking preferred; A diploma/degree in teaching Chinese at primary school preferred; To assist teacher in teaching non-Chinese speaking students to learn Chinese.
- Post (8)** : Fluent in English speaking preferred; A diploma / degree in design preferred; Familiar with software related to design preferred; To design school wall paint, newsletter and banner, etc.
- Post (9)** : Fluent in English speaking preferred; A diploma / degree in computer studies preferred; Familiar with the use of computer network and software preferred.; To assist in the production of slides/videos for teaching; To prepare and operate computer facilities.
- Post (10)** : Fluent in both English and Cantonese speaking preferred.
- Post (20)** : Familiar with the use of the computer network and software, such as Microsoft Office, Adobe, Canva, etc.; Familiar with the use of the general desktop computer and tablet software, such as graphic design programmes; To design, develop and update school webpages; and Familiar with the use of design software, such as Photoshop, Illustrator and video editing/video production preferred.
- Post (21)** : Familiar with the use of the general desktop computer and tablet software, such as graphic design programmes; and Familiar with the use of design software, such as Photoshop, Illustrator and video editing/video production preferred.
- Post (22)** : A certificate in the supporting children with special educational need preferred.
- Post (23)** : To assist in preparing teaching tools, materials and references related to Moral, Civic and National Education syllabus; Familiar with supporting online learning platforms.

Post : Teaching Assistant (Matriculated)

Salary : \$17,185 per month (Contract Period: 1 year)

No	Related subject / discipline	School	EDB Job No	Gratuity
25		Homantin Government Secondary School	EDB/SRA/0342/25	-
26	Information Technology	Homantin Government Secondary School	EDB/SRA/0343/25	-
27		Tong Mei Road Government Primary School	EDB/SRA/0351/25	-
28	Special Educational Needs	Homantin Government Secondary School	EDB/SRA/0377/25	-

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: 1 year)

No	School	EDB Job No	Gratuity
29	Farm Road Government Primary School	EDB/SRA/0333/25	-
30	Tin Shui Wai Government Primary School	EDB/SRA/0336/25	-
31	Homantin Government Secondary School	EDB/SRA/0339/25	-
32	Tong Mei Road Government Primary School	EDB/SRA/0349/25	-
33	Hoi Pa Street Government Primary School	EDB/SRA/0357/25	-
34	Hennessy Road Government Primary School (Causeway Bay)	EDB/SRA/0367/25	-
35	Kwun Tong Kung Lok Government Secondary School	EDB/SRA/0372/25	-

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.

Post : Semi-skilled Worker

Salary : \$14,945 per month (Contract Period: 1 year)

No	School	EDB Job No
36	Tin Shui Wai Government Primary School	EDB/SRA/0337/25
37	Homantin Government Secondary School	EDB/SRA/0340/25
LD2	Queen Elizabeth School	EDB/SRA/0378/25

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.

Additional duties/entry requirements:

Post (37) : Contract period up to 21 August 2026.

Post : General Worker

Salary : \$14,710 per month (Contract Period: 1 year)

No	School	EDB Job No
38	Farm Road Government Primary School	EDB/SRA/0334/25
39	Homantin Government Secondary School	EDB/SRA/0341/25
40	Hong Kong Southern District Government Primary School	EDB/SRA/0363/25
41	Hennessy Road Government Primary School (Causeway Bay)	EDB/SRA/0368/25
LD3	Hoi Pa Street Government Primary School	EDB/SRA/0358/25

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: 1 year)

No	School	EDB Job No	Gratuity
42	Erudite Government Primary School (Charge by: Canton Road Government Primary School)	EDB/SRA/0373/25	10%
43	Hoi Pa Street Government Primary School	EDB/SRA/0376/25	10%

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 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; (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.

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)-(43), (CSB1) and (LD1)-(LD3) : 17 July 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>
Erudite Government Primary School (Charge by: Canton Road Government Primary School)	8 On Hei Street, Sai Kung, N.T. (Postal to charging school address: 178 Canton Road, Tsimshatsui, Kowloon)	egpsinfo@edb.gov.hk	2366 1530
Farm Road Government	8 Farm Road,	cheungkingyu@edb.gov.hk	2711 0682

Primary School	Tokwawan, Kowloon		
Hong Kong Southern District Government Primary School	325, Ap Lei Chau Bridge Road, Hong Kong	hksdgps@edb.gov.hk	2551 0030
Hoi Pa Street Government Primary School	1 Kai Chi Close, Tsuen Wan, New Territories	makwingbo@edb.gov.hk	2490 2828
Hennessy Road Government Primary School (Causeway Bay)	3 Eastern Road, Causeway Bay, Hong Kong	hrgpscwb@edb.gov.hk	2157 2788
Jordan Road Government Primary School	1B Nanking Street, Yaumatei, Kowloon	jrgps@edb.gov.hk	2332 4249
Li Cheng Uk Government Primary School	43 Tonkin Street, Shamshuipo, Kowloon	lcugps_recruit@edb.gov.hk	2386 8049
Sham Shui Po Government Primary School	101 Sham Mong Road, Sham Shui Po, Kowloon	sspgps@edb.gov.hk	2959 0555
Tong Mei Road Government Primary School	170 Tong Mei Road, Mongkok, Kowloon	tmrgps_recruit@edb.gov.hk	2393 0800
Tai Po Government Primary School	8 Tai Wo Road, Tai Po, New Territories	tpgpsrecruit@edb.gov.hk	2658 4062
Tin Shui Wai Government Primary School	10 Tin Shui Road, Tin Shui Wai, Yuen Long, New Territories	tswgps@edb.gov.hk	2447 4288
Clementi Secondary School	30 Fortress Hill Road, North Point, Hong Kong	css@edb.gov.hk	2570 6411
Homantin Government Secondary School	8 Perth Street, Homantin, Kowloon	hgss@edb.gov.hk	2711 2680
Kwun Tong Kung Lok Government Secondary School	90 Kung Lok Road, Kwun Tong, Kowloon	ktklgss_recruit@edb.gov.hk	2343 5059
Queen Elizabeth School	152 Sai Yee Street, Mongkok, Kowloon	recruitmentqes@edb.gov.hk	2380 9621
Sha Tin Government Secondary School	11-17 Man Lai Road, Shatin, New Territories	stgss@edb.gov.hk	2691 4744