

**EDUCATION BUREAU**  
**Non-Civil Service Vacancies**  
**Publication Date: 11 July 2025**

**Government Secondary and Primary Schools**

**Contract Period : 1 year**

	<b>Post Title</b>	<b>Salary</b>
1.	<a href="#"><u>Information Technology Resources Assistant</u></a>	<b>\$20,620</b>
2.	<a href="#"><u>Teaching Assistant (Diploma Level)</u></a>	<b>\$18,895</b>
3.	<a href="#"><u>General Worker</u></a>	<b>\$14,710</b>
4.	<a href="#"><u>Part time Semi-skilled Worker</u></a>	<b>\$76 per hour</b>
5.	<a href="#"><u>Administrative Support Assistant</u></a>	<b>\$20,000</b>

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

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>1</b>	<b>Helen Liang Memorial Secondary School (Shatin)</b>	<b>EDB/SRA/0382/25</b>	<b>-</b>

**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)**

<b>No</b>	<b>Related subject / discipline</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>2</b>	<b>Chinese Language</b>	<b>Kwun Tong Kung Lok Government Secondary School</b>	<b>EDB/SRA/0379/25</b>	<b>-</b>
<b>3</b>	<b>Chinese Language</b>	<b>King's College</b>	<b>EDB/SRA/0389/25</b>	<b>-</b>
<b>4</b>	<b>English Language</b>	<b>King's College</b>	<b>EDB/SRA/0390/25</b>	<b>-</b>
<b>5</b>	<b>Information Technology</b>	<b>King's College</b>	<b>EDB/SRA/0391/25</b>	<b>-</b>
<b>6</b>	<b>Special Educational Needs</b>	<b>King's College</b>	<b>EDB/SRA/0392/25</b>	<b>-</b>
<b>CSB1</b>		<b>Bonham Road Government Primary School</b>	<b>EDB/SRA/0385/25</b>	<b>-</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 (6) :** To assist teachers in implementing the School-based Inclusive Education Policy; major in Psychology / Counseling Psychology preferred

**Post : General Worker****Salary : \$14,710 per month (Contract Period: 1 year)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
<b>7</b>	<b>South Tuen Mun Government Secondary School</b>	<b>EDB/SRA/0381/25</b>

<b>8</b>	<b>Tseung Kwan O Government Secondary School</b>	<b>EDB/SRA/0387/25</b>
<b>9</b>	<b>King's College</b>	<b>EDB/SRA/0388/25</b>
<b>CSB2</b>	<b>Bonham Road Government Primary School</b>	<b>EDB/SRA/0384/25</b>
<b>LD1</b>	<b>NTHYK Tai Po District Secondary School</b>	<b>EDB/SRA/0386/25</b>

**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 : Part time Semi-skilled Worker**

**Salary : \$76 per hour (Contract Period: 1 year) (Required to work less than 17 hours per week)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
<b>10</b>	<b>Helen Liang Memorial Secondary School (Shatin)</b>	<b>EDB/SRA/0383/25</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 : Administrative Support Assistant**

**Salary : \$20,000 per month (Contract Period: 1 year)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>11</b>	<b>Farm Road Government Primary School</b>	<b>EDB/SRA/0380/25</b>	<b>-</b>

**Duties :** (a) To assist in handling general administrative duties for school and project work, meeting minutes, notices; (b) To assist in Data-input and file management; (c) To handle school accounting and financial records; (d) To assist in handling personnel matters; (e) To assist procurement; (f) To assist in office daily operation; (g) Work on shift or overtime may be required; and (h) Any other duties assigned by the school.

**Entry Requirements :** (a) A Hong Kong bachelor's degree, or equivalent; (b) (i) Level 3 or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or (ii) Level 3 / Grade C or above in Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE) (Note), or equivalent; (c) At least one year's post-degree full-time working experience in administrative and management work; (d) Computer application knowledge; and (e) May be required to take 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 :**

**Post (1) and (LD1): 17 July 2025**

**Posts (2) - (9), (11) and (CSB1) - (CSB2) : 24 July 2025**

**Post (10) : 25 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 :**

<b><u>School</u></b>	<b><u>Address</u></b>	<b><u>Email Address</u></b>	<b><u>Enquiry Telephone</u></b>
Bonham Road Government Primary School	9A Bonham Road, Hong Kong	<a href="mailto:cicbrgps@edb.gov.hk">cicbrgps@edb.gov.hk</a>	2517 1216
Farm Road Government Primary School	8 Farm Road, Tokwawan, Kowloon	<a href="mailto:cheungkingyu@edb.gov.hk">cheungkingyu@edb.gov.hk</a>	2711 0682
Helen Liang Memorial Secondary School (Shatin)	2 Hin Tin Street, Tai Wai, Shatin, New Territories	<a href="mailto:williamwlyip@edb.gov.hk">williamwlyip@edb.gov.hk</a>	2694 1414
King's College	63A Bonham Road, Hong Kong	<a href="mailto:kings@edb.gov.hk">kings@edb.gov.hk</a>	2547 0310
Kwun Tong Kung Lok Government Secondary School	90 Kung Lok Road, Kwun Tong, Kowloon	<a href="mailto:ktklgss_recruit@edb.gov.hk">ktklgss_recruit@edb.gov.hk</a>	2343 5059
NTHYK Tai Po District Secondary School	Tai Yuen Estate, Tai Po, New Territories	<a href="mailto:recruit_tpdss@edb.gov.hk">recruit_tpdss@edb.gov.hk</a>	2664 3032
South Tuen Mun Government Secondary School	218 Wu Shan Road, Tuen Mun, New	<a href="mailto:stmgss@edb.gov.hk">stmgss@edb.gov.hk</a>	2404 5506

	Territories		
Tseung Kwan O Government Secondary School	2 King Yin Lane, Tseung Kwan O, New Territories	<a href="mailto:tkogss@edb.gov.hk">tkogss@edb.gov.hk</a>	2704 0051