

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 3 July 2026

Government Secondary and Primary Schools

Contract Period : 1 year

	Post Title	Salary
1.	<u>Teaching Assistant (Diploma Level)</u>	\$18,895
2.	<u>Accounting Clerk</u>	\$19,455
3.	<u>Semi-skilled Worker</u>	\$14,945
4.	<u>General Worker</u>	\$14,710

Post : Teaching Assistant (Diploma Level)**Salary : \$18,895 per month (Contract Period: 1 year)**

<u>No</u>	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
1	Science & Computer Studies	NTHYK Tai Po District Secondary School	EDB/SRA/0379/26	-
CSB1	Healthy School Project	Jockey Club Government Secondary School	EDB/SRA/0383/26	-

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: 1 year)**

<u>No</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
2	King's College	EDB/SRA/0378/26	-

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 : Semi-skilled Worker**Salary : \$14,945 per month (Contract Period: 1 year)**

<u>No</u>	<u>School</u>	<u>EDB Job No</u>
CSB2	Kwun Tong Government Primary School (Sau Ming Road)	EDB/SRA/0382/26

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

<u>No</u>	<u>School</u>	<u>EDB Job No</u>
CSB3	Hennessy Road Government Primary School (Causeway Bay)	EDB/SRA/0381/26

LD1	Tseung Kwan O Government Secondary School	EDB/SRA/0380/26
------------	--	------------------------

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.

Closing date of application :

Post (1) : 10 July 2026

Posts (2), (CSB1), (CSB3) and (LD1) : 16 July 2026

Post (CSB2) : 9 July 2026

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>). To apply, please send the completed application form to the email address listed below **on or before the closing date for application**. Please indicate the post you are applying for together with the corresponding EDB Job Number in the email subject, e.g. "Application for Administrative Assistant (EDB/SRA/001/26)".

Application submitted in paper form by post, by fax or in person is NOT ACCEPTED.

[For posts (CSB2)-(CSB3) and (LD1), applications by post are also accepted]

To apply, please send the completed application form to the address below on or before the closing date for application. 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.

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.

Applicants who are selected for interview will normally receive an invitation in about six to eight weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful. For enquiries, please call the telephone number indicated.

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/>).

School Address, Email Address and Enquiry Telephone :

<u>School</u>	<u>Address</u>	<u>Email Address</u>	<u>Enquiry Telephone</u>
Hennessy Road Government Primary School (Causeway Bay)	3 Eastern Road, Causeway Bay, Hong Kong	hrgpscwb@edb.gov.hk	2157 2788
Kwun Tong Government Primary School (Sau Ming Road)	130 Sau Ming Road, Sau Mau Ping, Kwun Tong, Kowloon	ktgpssmr@edb.gov.hk	2709 2220
Jockey Club Government Secondary School	2B Oxford Road, Kowloon Tong, Kowloon	tobyng@edb.gov.hk	2336 6761
King's College	63A Bonham Road, Hong Kong	kings@edb.gov.hk	2547 0310
NTHYK Tai Po District Secondary School	Tai Yuen Estate, Tai Po, New Territories	recruit_tpdss@edb.gov.hk	2664 3032
Tseung Kwan O Government Secondary School	2 King Yin Lane, Tseung Kwan O, New Territories	tkogss@edb.gov.hk	2704 0051