

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 6 March 2026

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>Semi-skilled Worker</u>	\$14,945
6.	<u>General Worker</u>	\$14,710
7.	<u>Senior Accounting Clerk</u>	\$22,128

Post : Information Technology Resources Assistant

Salary : \$20,620 per month (Contract Period: up to 31 August 2026)

No	School	EDB Job No
CSB1	Bonham Road Government Primary School	EDB/BRGPS/080/26

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
1	Special Educational Needs	King's College	EDB/KC/075/26

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.

Additional duties/entry requirements:

Post (1) : To assist teachers in implementing the School-based Inclusive Education Policy; major in Psychology / Counseling Psychology preferred.

Post : Accounting Clerk

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

No	School	EDB Job No
2	Helen Liang Memorial Secondary School (Shatin)	EDB/HLMSS(ST)/074/26

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 : General Clerk

Salary : \$15,865 per month (Contract Period: up to 31 August 2026)

No	School	EDB Job No
3	Kwun Tong Government Primary School (Sau Ming Road)	EDB/KTGPS(SMR)/078/26
CSB2	Hennessy Road Government Primary School (Causeway Bay)	EDB/HRGPS(CWB)/073/26

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 : Semi-skilled Worker

Salary : \$14,945 per month (Contract Period: up to 31 August 2026)

No	School	EDB Job No
4	King's College	EDB/KC/076/26

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: up to 31 August 2026)

No	School	EDB Job No
LD1	Queen Elizabeth School	EDB/QES/077/26

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.

Post : Senior Accounting Clerk

Salary : \$22,128 per month (Contract Period: up to 31 August 2026)

No	School	EDB Job No
5	Kwun Tong Government Primary School (Sau Ming Road)	EDB/KTGPS(SMR)/079/26

Duties : (a) To handle school accounting and financial duties; (b) To be responsible for stores and procurement; (c) To assist in managing school funds, accounts and financial records; (d) To update

inventory records and handle store disposal; (e) To assist in ensuring that the school complies with all government regulations in procurement, accounting and financial management; (f) To assist office daily operations and handle enquiries; (g) Work on shift or overtime may be required; and (h) Any other duties assigned by the school.

Entry Requirements : (a) A Higher Diploma in Accounting or related subject from a Hong Kong tertiary educational institution, or equivalent; (b) 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) Relevant working experience 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.

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), (3)-(5), (CSB2) and (LD1): 20 March 2026

Post (2): 19 March 2026

Post (CSB1): 12 March 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)".

[For posts (4) 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>
Bonham Road Government Primary School	9A Bonham Road, Hong Kong	likamei@edb.gov.hk	2517 1216
Hennessy Road Government Primary School (Causeway Bay)	3 Eastern Hospital Road, Causeway Bay	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
Helen Liang Memorial Secondary School (Shatin)	2 Hin Tin Street, Tai Wai, Shatin, New Territories	hlms_recruit@edb.gov.hk	2694 1414
King's College	63A Bonham Road, Hong Kong	kings@edb.gov.hk	2547 0310
Queen Elizabeth School	152 Sai Yee Street, Mongkok, Kowloon	recruitmentqes@edb.gov.hk	2380 9621