

EDUCATION BUREAU
Non-Civil Service Vacancies
Publication Date: 7 August 2026

Government Secondary and Primary Schools

Contract Period : 1 year

	Post Title	Salary
1.	<u>Teaching Assistant (Diploma Level)</u>	\$19,270
2.	<u>Accounting Clerk</u>	\$19,840
3.	<u>General Clerk</u>	\$16,180
4.	<u>Semi-skilled Worker</u>	\$15,240
5.	<u>General Worker</u>	\$15,000
6.	<u>Technical Support Services Officer</u>	\$28,790

Post : Teaching Assistant (Diploma Level)**Salary : \$19,270 per month (Contract Period: 1 year)**

No	<u>Related subject / discipline</u>	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
1	Special Educational Needs	Li Cheng Uk Government Primary School	EDB/SRA/0453/26	-
2	English Language	Chiu Lut Sau Memorial Secondary School	EDB/SRA/0466/26	-
CSB1	English Language	Queen's College	EDB/SRA/0458/26	-
CSB2	Special Educational Needs	Shau Kei Wan Government Secondary School	EDB/SRA/0461/26	-

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) : Fluent in English preferred; Able to communicate in Urdu preferred; To assist in conducting extra-curricular activities for students with special educational needs, including outdoor activities; To provide support for learning activities; To assist in counselling students with learning difficulties.

Post : Accounting Clerk**Salary : \$19,840 per month (Contract Period: 1 year)**

No	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
CSB3	Shau Kei Wan Government Secondary School	EDB/SRA/0459/26	-

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 : \$16,180 per month (Contract Period: 1 year)**

No	<u>School</u>	<u>EDB Job No</u>	<u>Gratuity</u>
3	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0455/26	-

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 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 : \$15,240 per month (Contract Period: 1 year)

No	School	EDB Job No
4	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0456/26
5	King's College	EDB/SRA/0464/26
CSB4	Jordan Road Government Primary School	EDB/SRA/0467/26

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 : \$15,000 per month (Contract Period: 1 year)

No	School	EDB Job No
6	Helen Liang Memorial Secondary School (Shatin)	EDB/SRA/0457/26
7	King's College	EDB/SRA/0465/26
CSB5	Sham Shui Po Government Primary School	EDB/SRA/0454/26
CSB6	Shau Kei Wan Government Secondary School	EDB/SRA/0460/26
CSB7	Tuen Mun Government Primary School	EDB/SRA/0462/26

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 : Technical Support Services Officer

Salary : \$28,790 per month (Contract Period: 1 year)

No	School	EDB Job No	Gratuity
CSB8	Tuen Mun Government Primary School	EDB/SRA/0463/26	-

Duties : (a) To support the use of computer hardware, software and network equipment's including : (i) installation and configuration; (ii) user support and troubleshooting; (iii) system update and maintenance; (iv) stock keeping and procurement; (b) To support and assist in managing e-attendance system, online learning platforms, CloudSAMS and school intranet; (c) To design, develop and update the school webpages; (d) To assist in promoting Artificial Intelligence (AI), Information Technology (IT) education, mobile learning and Science, Technology, Engineering and Mathematics (STEM) education,

operating audio-visual and relevant equipment; (e) To assist teachers in using AI and IT facilities for teaching purposes; (f) To assist in production of multimedia teaching materials; (g) To liaise with related vendors for daily maintenance of IT facilities in school and handle related works; (h) To assist in managing and operating the audio-visual facilities in schools, including the stage lighting and Campus TV; (i) To provide at least 44 hours of stationing service for school per week; (j) Work on shift or overtime may be required; and (k) Any other duties assigned by the school.

Entry Requirements : (a) Level 2 (Note 1) or above in five subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or (ii) Level 2 (Note 2) / Grade E or above in five subjects in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (b) 5 year's relevant working experience in - (i) the control and operation of a computer system or computer application; or (ii) the provision of support services to terminal network users; and (c) May be required to take 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), (3)-(4), (6), (CSB4) and (CSB7)-(CSB8) : 13 August 2026

Posts (2), (CSB2)-(CSB3) and (CSB6) : 14 August 2026

Posts (5), (7), (CSB1) and (CSB5) : 20 August 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 (4)-(7) and (CSB4)-(CSB7), 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>
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
Tuen Mun Government Primary School	Siu Hong Court, Tuen Mun, New Territories	tmgps@edb.gov.hk	2465 1662
Chiu Lut Sau Memorial Secondary School	7 Tai Yuk Road, Yuen Long, New Territories	clsmss_hr@edb.gov.hk	2477 8237
Helen Liang Memorial Secondary School (Shatin)	2 Hin Tin Street, Tai Wai, Shatin, New Territories	hlmss_recruit@edb.gov.hk	2694 1414
King's College	63A Bonham Road, Hong Kong	kings@edb.gov.hk	2547 0310
Queen's College	120 Causeway Road, Causeway Bay, Hong Kong	cicqc@edb.gov.hk	2576 1992
Shau Kei Wan Government Secondary School	42 Chai Wan Road, Shaukeiwan, Hong Kong	recruit_skwgss@edb.gov.hk	2560 3544