

**Approved Non-teaching Staff Establishment of Aided Schools  
School Executive Officer (School ExO)**

Entry requirements, proposed scope of responsibilities, remunerations and other appointment details of the School ExO are listed below:

Entry Requirements: Applicants should have a local bachelor's degree (or equivalent)

Proposed Scope of Responsibilities: To assist in supervising and coordinating school administrative matters, for example:

- to assist the SMC/IMC to put in place a proper internal control mechanism for personnel and financial management;
- to support the operation of the SMC/IMC (such as communicating with school managers and relevant parties, preparing documents for meetings, drafting minutes of meetings, assisting in election and registration of school managers, coordinating school-based, joint-school or school sponsoring body-based training for school managers, and seeking legal advice based on school operational needs);
- to assist in the executive functions of financial resource management (such as procurement of goods and services, handling school trading operations, acceptance of donations, budgeting and financial control, accounting and maintenance of records) and human resource management (such as staff appointment, regrading, promotion and acting appointment, termination of employment, leave arrangement and salary assessment);
- to supervise and manage duties of non-teaching staff;
- to assist in reviewing school-based mechanisms, internal administrative arrangements and requirements (such as handling of school complaints, crisis management, parent education, maintenance of school premises and safety issues);
- to assist in handling of routine school administrative matters; and
- to liaise with stakeholders of the school.

Remunerations: Pegged at the salary level of civil service Executive Officer II, i.e. Master Pay Scale Points 15 to 27. Generally speaking, post-holders with satisfactory job performance will receive one increment within their respective rank scale each year until they reach the maximum point. If they assume duty on the 15th day of the month or before, their incremental date will be the first day of that month; if they assume duty on the 16th day of the month or after, their incremental date will be the first day of the following month. However, if the performance of the staff is unsatisfactory, the school may withhold an annual increment of the staff in accordance with relevant Codes of Aid.

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| <u>Probationary Period:</u>                             | Two years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <u>Conditions of Service:</u>                           | School ExOs are school administrative staff, their terms of appointment and welfare (including leave and retirement arrangements), and the arrangements for supply staff to cover their absence are similar to those applicable to school specialists remunerated by the Salaries Grant (please refer to the relevant Codes of Aid for details).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <u>Provident Fund/Mandatory Provident Fund:</u>         | Schools are required to arrange for employees to enroll in the school Provident Fund (PF)/Mandatory Provident Fund (MPF) Schemes and make contributions for them under the scheme. School ExOs are employees within the approved non-teaching staff establishment and are remunerated by the Salaries Grant. They are eligible for employer's contributions to MPF Scheme at rates higher than those stipulated under prevailing MPF regulations according to their number of years of continuous contributory services, provided that they have satisfied relevant conditions and mutual agreement between employers and employees has been reached. Nonetheless, this is subject to the prerequisite that the School ExO concerned must have contributed 5% of his/her monthly salary as employee's contributions to the PF/MPF Scheme (even if his/her monthly salary exceeds the maximum income levels for each contribution period stipulated in the MPF Schemes Ordinance). |
| <u>Termination of Employment:</u>                       | During the probationary period, employment may be terminated by due notice or payment in lieu of notice as prescribed in relevant Codes of Aid or the Compendium to Code of Aid for Aided Schools. Thereafter, termination of employment will require a minimum of three months' notice or payment in lieu of notice as prescribed in relevant Codes of Aid or the Compendium to Code of Aid for Aided Schools, and subject to any other conditions as stipulated in the letter of appointment or contract of service.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <u>Work Experience Recognised for Salary Increment:</u> | As at 1 September 2019 or any date thereafter, if the employees have worked as School ExO in aided schools and remunerated under the Salaries Grant or the SEOG; and/or as School Administrative Executive in government schools under a non-civil service contract; and/or as School ExO in caput schools and DSS schools; and/or as School ExO hired by service providers to station in aided schools/caput schools/DSS schools, the number of years served (full-time equivalent) will be taken into account during the calculation of increments, provided that documents of proof (including certificates of service issued by former employers with clear description of their rank, year(s) of service, source of funding, percentage of full-time duties/part-time to full-time job ratio, no-pay leave taken) are submitted when they switch to School ExO within the approved establishment of aided schools.                                                           |