

A-School for Tomorrow

The HKBUAS Wong Kam Fai Secondary and Primary School is a non-profit making co-educational English medium school under the Direct Subsidy Scheme (DSS) which began operations in September 2006. We are a through-train primary and secondary school which places great emphasis on 3 literacies (Chinese, English and IT) and is committed to the tradition and educational belief of the Hong Kong Baptist University in educating the 'whole person'.



We invite qualified candidates to apply for the following post for the Primary Division: -

Subject Assistant (CA)

Major Duties

- ◆ Provide clerical support to English & Third Language teacher team
 - assist teachers in preparing teaching materials
 - assist in handling assessment data and subject documentation
 - assist in organizing learning activities
- ◆ Duties as assigned

Requirements

- ◆ HKCEE/DSE with Diploma/Associate degree holder
- ◆ Good admin & computer skills, e.g. Word, Excel, PowerPoint
- ◆ A strong team work spirit, good interpersonal and communication skills

To apply, please send your full CV and an application form (downloadable at <http://www.hkbuas.edu.hk>) together with copies of credentials to the Human Resources Office, 6 On Muk Lane, Shek Mun, Shatin, N.T. or by email to hr@hkbuas.edu.hk.

(Personal data provided by job applicants will be used for recruitment purposes only)