

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’.



To strengthen our professional teaching teams, applications are invited for the post of **Assistant Principal (Administration)** to serve from 1st September 2022.

1. Have solid experience at senior school management level, DSS experience will be an advantage/preferred;
2. Solid experience in school administration and management including but not limited to learning and teaching, campus and resources management;
3. Good knowledge in school daily operation, education regulations and guidelines as well as the management of finance and procurement procedures;
4. Be a professional educationalist who has the vision, passion and interpersonal skills to lead and develop the school to its fullest potential;
5. Have excellent leadership with the ability to communicate clear school policy and direction.

We offer an attractive remuneration package including medical insurance, discretionary bonus, retirement benefits and other fringe benefits to suitable candidates. Please send in 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 on or before 7th May 2022.

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