

Teaching Assistant (Administration)

An aided Catholic secondary school in Kwai Chung requires a Teaching Assistant (Administration).

Descriptions

- 1) Provide administrative support to the General Office
- 2) Assist the Careers Team in providing life planning education and careers guidance for students
- 3) Assist the ECA Team in promoting cross-curricular activities and OLE

Enquiries

Interested applicants are invited to send a cover letter with full resume to the Principal by email recruit90@ppaulvi.edu.hk. Successful applicants should also provide a valid Sexual Conviction Record Check (SCRC) code for checking.

Personal data collected will be used for recruitment purpose only.