

**EDUCATION BUREAU**  
**Non-Civil Service Vacancies**  
**Publication Date: 19 July 2024**

**Government Secondary and Primary Schools**

**Contract Period : up to 31 August 2024**

	<b>Post Title</b>	<b>Salary</b>
1.	<a href="#"><u>General Clerk</u></a>	\$15,405

**Contract Period : 1 year**

	<b>Post Title</b>	<b>Salary</b>
1.	<a href="#"><u>Information Technology Resources Officer</u></a>	\$26,675
2.	<a href="#"><u>Teaching Assistant (Diploma Level)</u></a>	\$18,345
3.	<a href="#"><u>Teaching Assistant (Matriculated)</u></a>	\$16,685
4.	<a href="#"><u>General Clerk</u></a>	\$15,405
5.	<a href="#"><u>Semi-skilled Worker</u></a>	\$14,510
6.	<a href="#"><u>General Worker</u></a>	\$14,285
7.	<a href="#"><u>School Administrative Executive</u></a>	\$34,060
8.	<a href="#"><u>Social Worker (Special Educational Needs)</u></a>	\$45,640
9.	<a href="#"><u>Project Manager (STEM Education Centre)</u></a>	\$62,895
10.	<a href="#"><u>Information Technology Assistant</u></a>	\$16,685

**Post : General Clerk**

**Salary : \$15,405 per month (Contract Period: up to 31 August 2024)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
<b>1</b>	<b>Tuen Mun Government Secondary School</b>	<b>EDB/TMGSS/294/24</b>

**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) 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.

**Notes :**

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 :**

**Post (1) : 25 July 2024**

**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 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. 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/>).

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.

**School Address and Enquiry Telephone :**

<b>School</b>	<b>Address</b>	<b>Enquiry Telephone</b>
<b>Tuen Mun Government Secondary</b>	<b>393 Castle Peak Road, Castle Peak Bay,</b>	<b>2458 0459</b>

<b>School</b>	<b>Tuen Mun, New Territories</b>	
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**Post : Information Technology Resources Officer****Salary : \$26,675 per month (Contract Period: 1 year)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>1</b>	<b>Fanling Government Primary School</b>	<b>EDB/SRA/0493/24</b>	<b>-</b>
<b>2</b>	<b>Farm Road Government Primary School</b>	<b>EDB/SRA/0494/24</b>	<b>-</b>
<b>3</b>	<b>Sha Tin Government Secondary School</b>	<b>EDB/SRA/0516/24</b>	<b>-</b>

**Duties :** (a) To manage and operate the computers and Information Technology (IT) facilities in schools; (b) To support the use of computer hardware, software and network equipment including: (i) installation and configuration; (ii) user support and troubleshooting; (iii) system update and maintenance; (iv) stock keeping and procurement; (c) To design, develop and update school webpages and computer applications; (d) To assist in promoting IT education, mobile learning and Science, Technology, Engineering and Mathematics (STEM) education and operating relevant equipment; (e) To assist in production of multimedia teaching materials; (f) To support and assist in managing online learning platforms, Web-based School Administration and Management System (WebSAMS) and school intranet; (g) To assist in managing and operating the audio-visual facilities in schools, including the stage lighting and Campus TV; (h) Work on shift or overtime may be required; and (i) Any other duties assigned by the school.

**Entry Requirements :** (a)(i) A Hong Kong bachelor's degree in Computer Science, Computer Engineering or related subjects, or equivalent; or (ii) A Higher Diploma from a Hong Kong tertiary educational institution, or equivalent, majoring in Information Technology (IT) or related subjects, and at least 3 years' working experience in computer networking operation and technology support; (b) Holder of Microsoft Certified Professional (MCP) certification preferred; (c) Experience in operating for Windows Server 2003 / 2008 / 2012 / 2016 or above preferred; (d) Experience in operating Linux System preferred; (e) Relevant working experience in school preferred; (f) A good command of both Chinese and English; (g) Familiar with the use of the general desktop computer and tablet software, such as word-processing, spreadsheet, presentation and graphic design programmes; and (h) May be required to take trade test and/ or written test.

**Post : Teaching Assistant (Diploma Level)****Salary : \$18,345 per month (Contract Period: 1 year)**

<b>No</b>	<b>Related subject / discipline</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>4</b>	<b>English Language</b>	<b>Farm Road Government Primary School</b>	<b>EDB/SRA/0496/24</b>	<b>-</b>
<b>5</b>	<b>Special Educational Needs</b>	<b>Farm Road Government Primary School</b>	<b>EDB/SRA/0497/24</b>	<b>-</b>
<b>6</b>	<b>Chinese Language</b>	<b>King's College</b>	<b>EDB/SRA/0502/24</b>	<b>-</b>
<b>7</b>	<b>English Language</b>	<b>King's College</b>	<b>EDB/SRA/0503/24</b>	<b>-</b>
<b>8</b>	<b>Mathematics</b>	<b>King's College</b>	<b>EDB/SRA/0504/24</b>	<b>-</b>
<b>9</b>	<b>Information Technology</b>	<b>King's College</b>	<b>EDB/SRA/0505/24</b>	<b>-</b>
<b>10</b>	<b>Information Technology / Other Learning Experience</b>	<b>King's College</b>	<b>EDB/SRA/0506/24</b>	<b>-</b>
<b>11</b>	<b>Special Educational Needs</b>	<b>King's College</b>	<b>EDB/SRA/0507/24</b>	<b>-</b>
<b>12</b>		<b>Hong Kong Southern District Government Primary School</b>	<b>EDB/SRA/0521/24</b>	<b>-</b>

**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 (11) :** To assist teachers in implementing the School-based Inclusive Education Policy; major in Psychology/Counseling Psychology preferred.

**Post : Teaching Assistant (Matriculated)**

**Salary : \$16,685 per month (Contract Period: 1 year)**

<b>No</b>	<b><u>Related subject / discipline</u></b>	<b><u>School</u></b>	<b><u>EDB Job No</u></b>	<b><u>Gratuity</u></b>
13	E-Learning & Science, Technology, Engineering and Mathematics (STEM) education	Farm Road Government Primary School	EDB/SRA/0498/24	-
14	Moral Education	Farm Road Government Primary School	EDB/SRA/0499/24	-
15	Life-wide learning Activities	Farm Road Government Primary School	EDB/SRA/0500/24	-

**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) (i) Level 3 (Note 1) or above in five subjects (may include Chinese Language and English Language) in the Hong Kong Diploma of Secondary Education Examination (HKDSEE), or equivalent; or (ii) Grade E or above in two subjects at Advanced Level in the Hong Kong Advanced Level Examination and Level 3 (Note 2) / Grade C or above in three other subjects (may include Chinese Language and English Language) in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; (b) Met the language proficiency requirements of Level 2 (Note 2) or above in Chinese Language and English Language in HKDSEE or HKCEE, or equivalent; (c) 1 year's relevant working experience in education field; (d) A good command of both Chinese and English; (e) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; and (f) May be required to take trade test and/or written test.

**Post : General Clerk**

**Salary : \$15,405 per month (Contract Period: 1 year)**

<b>No</b>	<b><u>School</u></b>	<b><u>EDB Job No</u></b>	<b><u>Gratuity</u></b>
16	King's College	EDB/SRA/0501/24	-
17	Shau Kei Wan East Government Secondary School	EDB/SRA/0513/24	-
LD1	Sir Ellis Kadoorie (Sookunpo) Primary School	EDB/SRA/0510/24	-

**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 : \$14,510 per month (Contract Period: 1 year)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
<b>18</b>	<b>Tuen Mun Government Secondary School</b>	<b>EDB/SRA/0514/24</b>

**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 : \$14,285 per month (Contract Period: 1 year)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>
<b>19</b>	<b>Farm Road Government Primary School</b>	<b>EDB/SRA/0495/24</b>
<b>20</b>	<b>Hong Kong Southern District Government Primary School</b>	<b>EDB/SRA/0520/24</b>
<b>LD2</b>	<b>NTHYK Tai Po District Secondary School</b>	<b>EDB/SRA/0515/24</b>
<b>LD3</b>	<b>Sha Tin Government Secondary School</b>	<b>EDB/SRA/0517/24</b>
<b>LD4</b>	<b>Hoi Pa Street Government Primary School</b>	<b>EDB/SRA/0518/24</b>
<b>LD5</b>	<b>Tsuen Wan Government Primary School</b>	<b>EDB/SRA/0519/24</b>

**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 : School Administrative Executive

**Salary : \$34,060 per month (Contract Period: 1 year)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
<b>21</b>	<b>Tin Shui Wai Government Secondary School</b>	<b>EDB/SRA/0508/24</b>	<b>10%</b>

**Duties :** (a) To assist in the operation of the School Management Committee; (b) To assist in co-ordinating and handling general administrative matters of the school, including (i) financial resource management and procurement/tendering; (ii) staff recruitment and human resource management; (iii)

school-based complaint and crisis management; and (iv) school premises maintenance and safety issues, etc.; (c) To provide support for school development, curriculum development and students' development; (d) To compile various statistical and analytical returns; (e) To assist in liaising with various stakeholders of the school and outside organisations; (f) Work on shift or overtime may be required; and (g) Any other duties assigned by the school.

**Entry Requirements :** (a) A Hong Kong bachelor's degree, or equivalent; (b) Met the language proficiency requirements of Level 3 (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; (c) A good command of both Chinese and English; (d) At least one year's relevant working experience; (e) Familiar with Chinese and English input methods and computer operations preferred, such as word-processing, spreadsheet and presentation software; and (f) May be required to take a trade test and/or written test.

**Post : Social Worker (Special Educational Needs)**

**Salary : \$45,640 per month (Contract Period: 1 year)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
22	Sham Shui Po Government Primary School	EDB/SRA/0511/24	-

**Duties :** (a) To cater for the developmental needs of all students; (b) To provide preventive and developmental Personal Growth Programs; (c) To support the Curriculum of Personal Growth Education; (d) To provide individual counselling and group work with case record and frequent case conferences; (e) To provide students' related consultation service and training for teachers; (f) To identify and provide assistance/intervention to students in need as soon as possible; (g) To timely refer students in need to receive appropriate support services; (h) To provide services for students and parents on crisis management, counselling, small group and large-scale activities, referral services and mobilizing community resources; (i) To assist the school in developing guidance and counselling policies and system, and to design and implement the Personal Growth Curriculum; (j) To promote home-school cooperation; (k) Work on shift or overtime may be required; and (l) Any other duties assigned by the school.

**Entry Requirements :** (a) A Hong Kong bachelor's degree in Social Work or Student Guidance and Counselling, or equivalent; (b) At least 3 years of social work experience on student guidance and counselling service in school (Stationing in school experience preferred); and (c) May be required to take trade test and/or written test.

**Post : Project Manager (STEM Education Centre)**

**Salary : \$62,895 per month (Contract Period: 1 year)**

<b>No</b>	<b>School</b>	<b>EDB Job No</b>	<b>Gratuity</b>
23	Arts & Technology Education Centre	EDB/SRA/0509/24	10%

**Duties :** (a) To plan and coordinate activities or events related to STEM/STEAM education offered by the STEM Education Centre; (b) To organise STEM/STEAM-related professional development programmes for teachers; (c) To organise STEM/STEAM-related learning activities for students including competitions; (d) To provide technical advice for students' project work and teachers on using the facilities in the Maker Space of the Centre; (e) To monitor the procurement process and inventories record in the Maker Space; (f) To render professional support or advice for schools on planning of school-based STEM/STEAM curriculum and related learning activities; (g) To plan and develop online teachers' training courses and e-teaching and learning resources on STEM/STEAM education; (h) Work on shift or overtime may be required; and (i) Any other duties assigned by the school.

**Entry Requirements :** (a) A Hong Kong bachelor's degree in Engineering/Design and Technology/ Science, Technology, Engineering and Mathematics (STEM)/Science, Technology, Engineering, the Arts and Mathematics (STEAM) related disciplines, or equivalent; (b) A diploma/certificate in

education from a Hong Kong tertiary educational institution, or equivalent; (c) At least 5 years' relevant post-degree experience in teaching and/or curriculum development in STEM/STEAM-related subjects in primary/secondary schools; (d) Familiar with the use of facilities in Design and Technology Workshop and with rich experience in developing e-teaching and learning resources to facilitate the implementation of STEM/STEAM education in schools preferred; and (e) May be required to take trade test and/or written test. [Remarks : This post is open to male and female applicants.]

**Post : Information Technology Assistant**

**Salary : \$16,685 per month (Contract Period: 1 year)**

No	School	EDB Job No	Gratuity
24	Tseung Kwan O Government Primary School	EDB/SRA/0512/24	-

**Duties :** (a) To support the use of computer hardware, software and network equipment; (b) To support Web-based School Administration and Management System (WebSAMS), eClass and the other online platforms; to design and update school webpage; (c) To assist in promoting Information Technology education and operating audio-visual equipment; (d) Work on shift or overtime may be required; and (e) Any other duties assigned by the school.

**Entry Requirements :** (a) Completed Secondary 5 or above with at least 2 years' Information Technology (IT) training; or (b)(i) Level 2 (Note 1) or above in five subjects including Chinese Language and English Language 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 including Chinese Language and English Language in the Hong Kong Certificate of Education Examination (HKCEE), or equivalent; with 1 year's IT training; (c) Familiar with Adobe Illustrator and Photoshop preferred; (d) Working experience in school preferred; and (e) 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) : 8 August 2024**

**Posts (2), (4)-(16), (19)-(20) and (LD4)-(LD5) : 2 August 2024**

**Posts (17), (21)-(24) and (LD2) : 1 August 2024 (updated on 26 July 2024)**

**Posts (18) and (LD2) : 25 July 2024**

**Posts (3), (LD1) and (LD3) : 26 July 2024**

**How to apply :**

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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. 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/>).

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**School Address and Enquiry Telephone :**

<b><u>School</u></b>	<b><u>Address</u></b>	<b><u>Enquiry Telephone</u></b>
<b>Fanling Government Primary School</b>	<b>Cheung Wah Estate, Fanling, New Territories</b>	<b>2669 2024</b>
<b>Farm Road Government Primary School</b>	<b>8 Farm Road, Tokwawan, Kowloon</b>	<b>2711 0682</b>
<b>Hong Kong Southern District Government Primary School</b>	<b>325, Ap Lei Chau Bridge Road, Hong Kong</b>	<b>2550 9662</b>
<b>Hoi Pa Street Government Primary School</b>	<b>1 Kai Chi Close, Tsuen Wan, New Territories</b>	<b>2490 2828</b>
<b>Sir Ellis Kadoorie (Sookunpo) Primary School</b>	<b>9 Eastern Hospital Road, Hong Kong</b>	<b>2577 3489</b>
<b>Sham Shui Po Government Primary School</b>	<b>101 Sham Mong Road, Sham Shui Po, Kowloon</b>	<b>2959 0555</b>
<b>Tseung Kwan O Government Primary School</b>	<b>Hau Tak Estate Phase II, Tseung Kwan O, New Territories</b>	<b>2701 2886</b>
<b>Tsuen Wan Government Primary School</b>	<b>600 Castle Peak Road, Tsuen Wan, New Territories</b>	<b>2415 6313</b>
<b>Arts &amp; Technology Education Centre</b>	<b>145 Junction Road, Kowloon City, Kowloon</b>	<b>2336 0902</b>
<b>King's College</b>	<b>63A Bonham Road, Hong Kong</b>	<b>2547 0310</b>
<b>NTHYK Tai Po District Secondary School</b>	<b>Tai Yuen Estate, Tai Po, New Territories</b>	<b>2664 3032</b>
<b>Shau Kei Wan East Government Secondary School</b>	<b>40 Chai Wan Road, Shaukeiwan, Hong Kong</b>	<b>2560 2677</b>
<b>Sha Tin Government Secondary School</b>	<b>11-17 Man Lai Road, Shatin, New Territories</b>	<b>2691 4744</b>
<b>Tuen Mun Government Secondary School</b>	<b>393 Castle Peak Road, Castle Peak Bay, Tuen Mun, New Territories</b>	<b>2458 0459</b>
<b>Tin Shui Wai Government Secondary School</b>	<b>Phase II Tin Yiu Estate, Tin Shui Wai, New Territories</b>	<b>2445 0967</b>