



和富慈善基金李宗德小學

W F JOSEPH LEE PRIMARY SCHOOL

To meet the needs of continuous development, **W F Joseph Lee Primary School** is in search of a dedicated professional to provide timely, professional and comprehensive support to school.

### **Assistant Student Activities Officer/ Student Activities Officer**

#### **Responsibilities:**

- Coordinate with external tutors and service providers, prepare tenders, and manage student attendance and relevant databases.
- Provide administrative and logistical support for Primary Science classes and learning preparations.
- Assist in implementing Extended Learning programs and Talent Development schemes.
- Support the organization of Service Learning projects and Student Leadership Development initiatives.
- Coordinate the documentation, tracking, and administration of school awards and student achievements.
- Handle ad-hoc duties and special projects as assigned by supervisors.

#### **Requirements:**

- Tertiary Education or above
- Well-organised with the ability to manage multiple tasks and timeline
- High attention to detail and accuracy
- Good interpersonal and communication skills
- Experience in school administration is a strong advantage

We offer competitive remuneration package, including **14-18 days of annual leave, discretionary performance bonus, medical insurance and training sponsorship**, to the right candidate.

Interested parties may apply with resume, stating expected salary and availability, to **W F Joseph Lee Primary School** by email to [recruitment@web.wfjpls.edu.hk](mailto:recruitment@web.wfjpls.edu.hk).

**Our website:** [www.wfjpls.edu.hk](http://www.wfjpls.edu.hk)

**Our Facebook Page:** <https://www.facebook.com/WFJLPS>

The successful candidates will be required to undergo Sexual Conviction Record Check (SCRC). Personal data collected will be kept in strict confidence and used for employment-related purpose only.