



Maryknoll Convent School (Secondary Section)

Maryknoll Convent School has been providing all-round, quality and affordable education for girls since 1925. We are now seeking passionate, dynamic and forward-thinking staff for the following post.

Teaching Assistant

Key Responsibilities:

- Support teachers in the preparation of teaching and learning materials for blended learning programs
- Assist in the planning, coordination, and facilitation of co-curricular activities and school events
- Perform data management tasks, including data entry, verification, updating, and maintenance across various platforms and systems
- Provide administrative and operational support to teachers, including handling non-teaching duties
- Undertake other duties and responsibilities as assigned by the school

Requirements:

- Good command of English and Chinese
- Tech-savvy and comfortable with technology, digital devices and applications
- Strong interpersonal communication, organisation and problem solving skills
- Positive, creative, and resourceful
- Self-motivated, organized and can prioritize and work among multiple tasks
- Ability to work independently and manage multiple tasks efficiently

Qualifications & Qualities Required:

- Higher Diploma or Bachelor's Degree in Information Technology, computer Science would be a plus
- Appreciation of and willingness to uphold the vision and mission, ethos and educational philosophy of MCS

Interviews will start as soon as applications are received.

Interested parties may apply with detailed resume with cover letter in ONE pdf to the Principal of Maryknoll Convent School (Secondary Section) at 5 Ho Tung Road, Kowloon, or by email to gen_off2@mcs.edu.hk and mark the applied position as the email title.

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