



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 posts.

AV & STEAM Technician

Qualifications and qualities required:

- Completed S6 in HKDSE / Certificate or above in Creative Media / I.T. or equivalent
- Provide on-site audio and visual technical support
- Preferably have experience in video streaming and post-production
- Responsible, self-motivated and able to work independently

Clerical Assistant

Key Responsibilities:

- Perform a full spectrum of secretarial and administrative duties in a school environment to support effective and efficient operation of the school
- Carry out any other duties as assigned by the school administration

Qualifications and qualities required:

- 5 passes in the HKCEE/HKDSEE, including English Language, Chinese Language and Mathematics or equivalent; a Bachelor's Degree or Diploma is preferred
- A Diploma in Accounting/ LCCI level III or graphic design skills would be advantageous
- Proficient in PC Applications
- Good command of both written and spoken English and Chinese
- Responsible and resourceful, with a good team spirit and a positive working attitude
- Appreciate and uphold the vision and mission, ethos and educational philosophy of MCS

Interviews will start as soon as applications are received.

Please send a cover letter with a detailed resume, expected salary and availability in one PDF, indicating the post applied for on the envelope to the Principal of Maryknoll Convent School (Secondary Section) at 5 Ho Tung Road, Kowloon, or by email to gen_off2@mcs.edu.hk

(Personal data collected will be used for the purpose of recruitment only)