



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.

School Operations Officer

Responsibilities:

- Facilitate the optimization of teaching schedules to enhance teachers' efficiency
- Coordinate exam schedules and logistics to ensure seamless examination procedures
- Manage various database processes, i.e. admission, student awards, and procurement tasks of student services to maintain operational efficiency
- Assist in strategic planning for admissions and school events by analyzing data and preparing reports
- Support and coordinate the production of school publications
- Coordinate Extra-Curricular Activities (ECA) team, tutors, and coaches, handling scheduling, venue bookings, transportation, and database updates
- Aid in sourcing and organizing teaching materials when necessary
- Undertake other tasks as delegated by the supervisor

Requirements:

- Bachelor's degree or higher in Education, Administration, or a related field
- Minimum of 3 years of relevant work experience; prior experience in school administration or educational settings is a strong advantage
- Meticulous attention to detail for error-free documentation, coupled with strong communication skills to liaise effectively with parents, staff, and external vendors
- Proficient in Excel with the ability to manage complex databases and schedules with logical precision

Interested parties may apply with resume, stating expected salary and availability, to the **Human Resources Department** by email to recruitment@web.wfilps.edu.hk and mark "*Application for the Post of School Operations Officer*" as the email title.

Our website: www.wfilps.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.