

The HKCCCU Logos Academy

Logos Academy, founded on the Truth of the Bible, is a Direct Subsidy Scheme school which runs its primary and secondary curricula in a through-train mode.

We are now inviting high caliber candidates to apply for the following post:

Assistant Principal (General Administration)

The applicant should:

- Assist the Principal in formulating and drafting school policies, plans, and reports under the Hong Kong educational environment for the development of the whole school to achieve school's vision and mission;
- Assist the Principal in formulating, drafting, and implementing school policies on general administration and resources management in both the Primary Division and Secondary Division to ensure efficient and high standard school operations;
- Assist the Principal in ensuring smooth transition in general administration and resources management from Primary Education to Secondary Education;
- Assist the Principal in supervising and coordinating the general school operations in various offices (including Facilities & Utilities, IT/AV and General Office), and embedding school self-evaluation practices for continuous improvement in both the Primary Division and the Secondary Division;
- Assist the Principal in developing and implementing transdisciplinary learning curriculum, including STEAM and use of advanced technologies, in Primary Division and Secondary Division;
- Assist the Principal in communicating with stakeholders positively and effectively;
- Have at least 5 years' secondary school experience at senior school management level (experience in DSS schools will be an advantage);
- Possess educational ideals and have clear vision and mission in education, as well as be cognizant of our school's vision and mission;
- Possess a recognized bachelor's degree or above, and teaching qualification such as certificate in education or postgraduate certificate in education (holder of Certificate for Principalship will be an advantage);
- Possess broad horizon on education, wide exposure to educational trends and full understanding of school-based curriculum development;
- Be optimistic, humble, and perseverant; have strong interpersonal skills, good problem-solving skills, and independent capability to handle difficulties and challenges;
- Have excellent leadership with the ability to promote and communicate school policies and developments to various stakeholders;
- Be proficient in both written and spoken Chinese and English; and
- Obtain a pass result in the Basic Law and National Security Law Test.

Appointment commencement date: 1 September, 2024.

Applications should be marked "**Confidential**" quoting the relevant POST with detailed resume and application form, which can be downloaded from the school website link <https://www.logosacademy.edu.hk> under NEWS page. Please apply in writing to 1 Kan Hok Lane, Tseung Kwan O, N.T. **Deadline for applications is 6 May, 2024.**

*(All personal data collected will be treated in strict confidential and solely used for recruitment purpose.
All unsuccessful applications will be destroyed upon completion of the recruitment exercise.)*