



Early Years Assistant

Harrow Little Lions Kindergarten Kai Tak opened in August 2025 with the aim of providing excellence in early education for young learners aged 3-5. Housed in a new development on Kwun Tong Road, the kindergarten has 12 purpose-built classrooms, along with shared learning spaces and an outdoor area. The facilities are designed specifically with young children in mind and afford educators the opportunity to plan and deliver learning opportunities to spark curiosity, inspire creativity and promote problem solving in a fun and natural way. This is an exciting opportunity for an experienced individual to join our founding team and play an integral part in our future journey.

Pupils will have priority entry to Year 1 at Harrow International School Hong Kong which is the first international boarding and day school in Hong Kong. It is the third school in the Harrow family of schools in the Asia region and provides a British education from Early Years to Year 13 in custom-built facilities in a stunning location in Hong Kong. The School combines elements of educational philosophy, practice and traditions from Harrow School in London with the international mindedness of a diverse pupil body in Hong Kong. Having opened in September 2012, the School roll is currently around 1600 and the school achieves the best results in Hong Kong at A-level and GCSE. Since 2020, Harrow Hong Kong has featured as one of the top 150 Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the Spear's and CARFAX Index. Harrow Hong Kong is, however, about much more than academic results and our pupils excel in music, drama, sport and art as well as service and charity work. Our pupils go on to some of the most prestigious universities across the world including Oxford, Cambridge, Imperial, LSE, UCL, Durham and Edinburgh in the UK; Harvard, Stanford, Yale, Princeton, UPenn, UC Berkeley and UCLA in the US; and HKU, CUHK and HKUST in Hong Kong, as well as Tsinghua and Peking in Mainland China.

Job Title: **Early Years Assistant**

Job Purpose: To work alongside classroom teams to ensure all pupils are safe, nurtured and achieve their very best.

Start Date: As soon as possible

Tenure: Full time, permanent

Reporting Line: Harrow Little Lions Kindergarten Leadership Team

Job Description

Education is ever-changing and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed regularly and may be varied in light of the business needs of the school.

Specific aims and key responsibilities of this position are:

- **Contributing to high standards of learning and teaching:**

- Communicate clearly and effectively with pupils in an age-appropriate way
- Support pupils with learning and personal development under the guidance of the class teacher
- Encourage age-appropriate social interactions such as sharing, good manners and effective communication with others
- Communicate effectively with team members to ensure key information regarding individual children is shared in a timely and accurate manner
- Consistently model and encourage high standards and expectations
- Support with, and take some responsibility for, the daily set-up, clean up and organisation of learning spaces (classrooms and shared areas, both indoor and outdoor), reporting any identified safety issues to the appropriate person

- **Contributing to an effective pastoral care framework:**
 - Take a leading role in supporting and assisting pupils with their personal and intimate care routines (including toileting, dressing / undressing and mealtimes), following policy and guidelines at all times
 - Maintain a clean and safe learning environment for pupils
 - Consistently promote positive behaviour, in line with policy, through modelling the behaviour traits we expect to see in our pupils and setting clear expectations
 - Implement, embed and improve safeguarding procedures within the setting
- **All early years assistants are expected to:**
 - Work collaboratively with all team members
 - Maintain professional conduct at all times (including confidentiality of information)
 - Attend staff meetings as required
 - Proactively participate in the annual Professional Performance Review and any relevant School / phase wide INSET initiatives
 - Undertake administrative tasks as necessary
 - Support pupils during specialist sessions, where necessary
 - Undertake tasks and duties as the Head, or a delegated representative, may reasonably request in order to support the Early Years Centre

Harrow International School Hong Kong and Harrow Little Lions Kindergarten is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow International School Hong Kong and Harrow Little Lions Kindergarten reserves the right to recruit at any stage during the selection process.

Person Specification

The successful candidate will be likely to fit the following profile:

Qualifications:

- Minimum of primary level education

Skills:

- Excellent communication skills in English (Speaking, Listening, Reading and Writing)
- Ability to bring the Harrow Little Lions Kindergarten vision to life
- Excellent organisational

Experience:

- Previous experience in an early years or educational setting is preferred
- Experience of strong collaboration with colleagues

Knowledge:

- Computer literate

Personal Qualities:

- Proficiency in conversational English is required
- High levels of personal and professional integrity
- Ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- High standards of personal presence and presentation and attention to detail

Attitudes:

- A team player with a reflective and flexible approach
- Passionate about early years education
- Organised, energetic, positive and able to self-direct
- Positive, enthusiastic and energetic approach to life
- Ability to think creatively and imaginatively
- Support the Harrow Little Lions Kindergarten' ethos
- High expectations for pupil attainment, personal development and conduct
- Committed to professional development and show a willingness to undertake appropriate training as required
- A positive 'can do' approach in all aspects of the role
- High levels of personal presentation, integrity and communication skills

All applicants should have in place the right to work in Hong Kong

哈羅小獅幼稚園在 2025 年 8 月開幕，旨在為 3 至 5 歲的幼兒提供卓越的早期教育。幼稚園位於觀塘道的一個新發展項目中，擁有 12 個專為幼兒設計的教室，以及共享學習空間和戶外區域。這些設施專門考慮了幼兒的需求，為教育工作者提供了計劃和提供學習機會的可能性，以自然有趣的方式激發好奇心、啟發創造力和促進問題解決。這是一個讓有經驗的人士加入我們創始團隊，並在我們未來旅程中發揮重要作用的激動人心的機會。

學生在香港哈羅國際學校的第一年將優先入學，該校是香港第一所國際寄宿和日校。這是哈羅集團在亞太地區的第三所學校，提供從早期教育到第 13 年級的英國教育，並在香港一個美麗的地點設有量身定製的設施。該學校結合了倫敦哈羅學校的教育哲學、實踐和傳統，與香港多元化的學生群體的國際化思維。自 2012 年 9 月開學以來，學校的學生人數目前約為 1600 人，並在香港的 A-level 和 GCSE 成績中名列前茅。自 2020 年以來，哈羅香港被評為全球 150 所最佳學校之一，亞洲前十所學校之一，以及香港的領先學校之一，根據 Spear's 和 CARFAX Index 的評級。然而，哈羅香港的意義遠不止於學術成就，我們的學生在音樂、戲劇、體育和藝術，以及服務和慈善工作方面表現出色。我們的學生進入了世界上一些頂尖大學，包括英國的牛津大學、劍橋大學、帝國學院、倫敦政經學院、倫敦大學學院、杜倫大學和愛丁堡大學；美國的哈佛大學、史丹佛大學、耶魯大學、普林斯頓大學、賓州大學、加州大學柏克萊分校和加州大學洛杉磯分校；香港的香港大學、香港中文大學和香港科技大學，以及中國大陸的清華大學和北京大學。

職位名稱: 幼兒保育員

職位宗旨: 與課室團隊協作，確保所有學童在安全及受關顧的環境中成長，並盡展所長。

到職日期: 盡快

聘用性質: 長期全職

匯報對象: 香港哈羅小獅學校領導團隊

職位描述

教育領域瞬息萬變，所有教職員均須積極參與學校活動，並以靈活態度應對工作。本職位描述已盡力闡明主要職責，惟未能盡錄所有工作細節。任職者須按直屬上司之合理要求，承擔職責範圍內未列明但屬同等性質之工作。校方將定期檢討本職位描述，並有權按學校運作需要作出調整。

此職位的具體目標及主要職責包括:

- 致力提升學與教的卓越水平:**

- 以切合學童年齡的方式，清晰有效地溝通
- 在級任老師指導下，支援學童學習及個人成長
- 引導兒童髮展適齡社交行為，包括分享、禮儀及有效溝通技巧
- 與團隊成員保持有效溝通，適時準確地分享個別學童的重要資訊
- 以身作則，持續鼓勵學童追求卓越，達至高標準
- 協助並分擔學習空間（包括室內外課室及共享區域）的日常佈置、整理及清潔工作，並及時匯報安全隱患

- 完善高效學生關顧機制:**

- 主責協助學童處理個人護理事宜（包括如廁、更衣及進食），時刻嚴格遵守相關政策及指引
- 維持學童學習環境的清潔與安全
- 貫徹推廣正向行為，以身作則展示期望，並設定清晰界線，符合學校政策
- 於校內落實、鞏固及完善保障兒童程序

- 所有幼兒保育員須:**

- 積極與團隊成員協作
- 時刻保持專業操守（包括恪守保密原則）
- 按需要出席教職員會議
- 積極參與年度專業發展評核及相關校本/階段教師培訓日（INSET）
- 處理必要的行政工作

- 按需要於專科課堂中支援學童
- **履行校長或其授權代表為支援幼稚園而提出的合理職務**
香港哈羅國際學校及香港哈羅小獅幼稚園以保障學童福祉為首要任務，恪守保護兒童原則。
全體校內成人均須遵守保護兒童程序，並通過相關審查（**safeguarding checks**）。
香港哈羅國際學校及香港哈羅小獅幼稚園保留於招聘過程中任何階段錄取合適人選的權利。

應徵者資格要求

獲取錄者需符合以下要求：

資歷要求：

- 小學或以上程度

技能要求：

- 優良英語溝通能力（聽、說、讀、寫）
- 具備實踐香港哈羅小獅幼稚園願景的能力
- 優良組織能力

工作經驗：

- 具幼兒教育或相關工作經驗者優先
- 具備良好團隊協作經驗

專業知識：

- 基本電腦應用知識

個人特質：

- 須具備英語會話有效溝通能力
- 高度誠信，專業操守良好
- 行事謹慎，恪守保密原則
- 親和力強，能贏取學童、教職員及家長信任
- 與學童建立積極融洽關係
- 注重儀容整潔，談吐得體，處事細心

處事態度：

- 具團隊精神，處事靈活並善於反思
- 對幼兒教育充滿熱忱
- 做事有條理、積極主動、充滿幹勁
- 秉持正向積極、熱忱投入的生活踐行態度
- 富創意及想像力
- 認同香港哈羅小獅幼稚園教育理念
- 對學童學業成就、個人發展及行為操守抱有高期望
- 積極追求專業發展，願意參與相關培訓
- 於職務全範疇展現迎難而上的積極承擔態度
- 儀容端莊，誠信可靠，善於溝通

所有申請人均須擁有在香港工作的權利。

申請截止日期：2025年10月29日（學校將審核申請，請立即申請。）

求職者提供的個人資料將嚴格保密，並僅用於招聘目的。只有入圍的求職者才會收到通知。