

## Notional Staffing Establishment

School Social Work	
Capacity: Each Secondary School	
Ranks / Posts	No. of Staff
Social Work Officer	0.25
Assistant Social Work Officer	2
Assistant Clerical Officer	0.25
Clerical Assistant	0.1875
Office Assistant	0.125

Remarks : The above notional staffing establishment is devised by SWD as a reference for calculating subvention and should not be used for benchmarking the manpower and staff mix of the subvented service unit. Non-government organisations which are held accountable for the use of public funds, may flexibly deploy staff according to operational needs and their human resources management policies, subject to compliance with Funding and Service Agreements and the relevant statutory requirements (if applicable).