



JOB ADVERTISEMENT – (External)

Job title: Office Manager & Exams Officer

Location: Oscott Manor, Reservoir Road

Contract: Permanent

Hours of work: Monday to Friday, 36.5 hours, term-time only, with some days worked in the summer holidays

Salary: Grade 4, scp 23-31 (£33,699- £40,476)

This is a particularly exciting time to join Oscott Manor, the second school who joined the newly established Think Differently Education Trust. This marks the beginning of a bold new chapter for our community, opening up fresh opportunities for innovation, collaboration, and professional growth across Birmingham. By joining us now, you'll be part of shaping a progressive trust from the ground up — helping to drive meaningful change for our young people while developing your own career in a supportive and ambitious environment.

Are you passionate about making sure every child has access to education—no matter the barriers? Do you have a talent for building trust with families and keeping things running smoothly behind the scenes? If so, we want *you* on our team.

About the Role

We are seeking a committed, proactive, and highly organised Office Manager and Exams Officer to join our school team.

This is a key role focused on managing day-to-day operations, coordinating meetings, scheduling appointments, and overseeing planning, timetabling, and administration.

Additionally, the role involves ensuring compliance with regulations set by awarding bodies and the Joint Council for Qualifications (JCQ). This includes line management and training of exam invigilators; liaising with teaching staff, senior leaders, and administrative teams to coordinate exam schedules and resources.

You'll play a crucial role in:

Managing clerical and administrative support to the Senior Leadership Team and school to enable the delivery of a professional and efficient administrative service and manage the efficient and effective running of the school office.

This role would suit someone who is compassionate, resilient and skilled in building positive relationships while maintaining clear professional boundaries and high expectations.

What we're looking for

- Substantial experience of working in an office environment.
- Experience of working in a school office in a wide range of administrative functions.
- Proven experience working as an Exams Officer within a school.
- Strong understanding of exam regulations and procedures.





What we are offering:

- Supportive leadership and professional development opportunities.
- Flexible and varied working days – every week is different.
- Be part of a dedicated team that believes education should be accessible to all.
- Apply today and help us ensure that every child gets the support they need to thrive – wherever they are.

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Closing date and time: Tuesday 30th July at 9am

Interviews will be held on / location: Thursday 20th August July at Oscott Manor, Reservoir Road

Start date: 1st September 2026

This advert may close before the advertised closing date if sufficient applications are received

For further details, specifically about our individual sites and provision, please visit our website at:

[Home - Think Differently Trust Think Differently Trust](#)

Online Search

As part of our recruitment checks, an online search will be undertaken on all shortlisted candidates. This search does not form part of the shortlisting process, and you will have the opportunity to discuss any issues of concern that may arise from this search at the interview.

The Think Differently Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please be aware that this post is subject to an enhanced DBS clearance check and any offer of employment is made conditional of this. You will also be required to register and pay for the DBS update service and ensure that documentary evidence is produced to ensure annual compliance and updates. You will also be required to provide written consent for the employer to access this information at any time.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

The Think Differently Education Trust undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may have.

Think Differently Education Trust, Oscott Manor, 290 Reservoir Road. B23 6DE. Telephone: 0121 360 8222





**Oscott Manor
School**

290 Reservoir Rd, Erdington,
Birmingham B23 6DE

Interim Headteacher: Charmaine Parry



**Think
Differently**
Education Trust