

Working in the Civil Service with GCSEs

Many jobs in this area are in administration or customer services, dealing with the general public either face to face or in a call centre.

Admin assistant

Keeping records (IT and paper-based) for a department.

Library assistant

Checking books and other media in and out.

Local authority enquiry point adviser

Dealing with enquiries from the public, directing them elsewhere when necessary.

Benefits helpline assistant

Receiving calls from the public, assessing benefit claims.



Working in the Civil Service with A levels

You can use your experience and skills from other work areas to work

in the civil service at a junior manager level.

You may lead a team of staff or be involved in making decisions about how the government department or local authority runs its services and spends its money.



Working in the Civil Service with a degree

Deputy court manager

In charge of the day-to-day running of a magistrate's court and supervising the staff who work there.

Corporate financial analyst

Part of a team looking at budgets within the department.

Immigration officer

Deciding whether or not non-UK passport holders should be allowed to enter the country.

