

**Useful information about National government (home civil service).**

The Head of the Home Civil Service reports directly to the Prime Minister and the Cabinet Secretary.

The most senior civil servant in a department is a permanent secretary. Each supports the government minister who heads their department and is accountable to Parliament for the department’s actions and performance.

**Entry routes into the civil service**

[Non graduate/direct entry](http://www.civilservice.gov.uk/jobs/Entry/non-graduates-direct-entry/index.aspx) – you could join as a junior member of staff, dealing with customers, operating computer systems and updating records. Jobs are usually advertised on the [government national jobs website](https://www.gov.uk/jobsearch) and, in addition, departments can advertise posts in local newspapers, job centres, their own websites and other online media.

[Undergraduates/graduates](http://www.civilservice.gov.uk/jobs/Entry/Undergraduates-Graduates/index.aspx) – undergraduates are encouraged to gain experience before graduating through vacation visits and work experience. Some departments offer graduate recruitment schemes. There is also the [fast track scheme](https://www.gov.uk/faststream) for graduates who meet the nationality requirements of the civil service and have at least a second-class degree in any subject. The starting salary is £25-27,000. Within 4-5 years you may earn over £45,000. There is a specific application route including undertaking an online test.

[Experienced professionals](http://www.civilservice.gov.uk/jobs/Entry/Experienced-Professionals/Experienced-Professionals.aspx) – from a range of backgrounds are recruited into the Senior Civil Service to provide high-level support to government ministers, assist in the development in the implementation of government policy and ensure effective management of services.

[Pay](http://www.civilservice.gov.uk/recruitment/working/pay-and-reward) and [pensions](http://www.civilservice.gov.uk/pensions) – civil service organisations have responsibility for their own pay, grading and performance management arrangements for staff (accept the Senior Civil Service). Each Civil Service department and agency negotiates pay for its own staff. There is an almost universal system of individual performance pay.

The civil service gives its staff a choice of pension. The majority of new civil servants are automatically enrolled on entry into the defined benefits pension called nuvos. If they choose, they can have a personal pension called partnership. There is a Public Sector Transfer Club for a group of salary-related occupational pension schemes that use special terms to calculate transfer payments for employees who move between member schemes. Local government and the NHS are member schemes.