

Poll Clerk job description

Poll clerks assist the Presiding Officer in the conduct of the ballot in the polling stations.

Duties on polling day will include:

- Assembling and disassembling the polling booths
- Preparing the polling station for opening at precisely 7am
- Keeping the polling station tidy
- Checking electors are eligible to vote in the election and at your polling station
- Checking and marking elector numbers in the Register of Electors, and writing these numbers against the ballot paper number in the corresponding numbers list
- Issuing ballot papers to voters
- Ensuring voters can cast their vote in secret
- Maintaining the confidentiality of the ballot at all times.
- Acting impartially at all times
- Any other polling station duties on the instruction of the presiding officer

Before polling day

You will be required to complete an online training session to prepare you for the day of poll.

On polling day

Polling stations are open from 7:00 am until 10:00 pm. Staff are required to arrive at the polling station no later than 6:30 am to set up equipment. Staff are not permitted to leave the premises at any time during polling hours in order to maintain the secrecy of the vote. The role of polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

Close of poll

At the close of poll, you will be required to help dismantle the polling station and ensure the building is returned to good order as you found it.

In certain circumstances, you may also be required to deliver items to the count venue following the close of poll.

You will be working a very long day, so you must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness. Polling station staff are not permitted to leave the premises during hours of poll.

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to maintain the secrecy of the poll.

Person specification

To be considered for this role, you must:

1. have good communication skills and ability to follow strict instructions
2. have good personal presentation and commitment to customer care
3. have good administration / organisational skills and attention to detail
4. be a team player with a flexible attitude
5. be punctual and reliable
6. be able to work effectively as part of a team

Covid-19 implications

You will be expected to adhere to any health and safety measures that may be in place at the time of the election as a result of Covid-19. These may include, but are not limited to, wearing a face mask at all times, sanitising of hands and regular cleaning of the polling booths.

Fee

You will be paid a minimum fee of £208 for the day, plus a £25 fee for completing the online training beforehand.

Please note this fee is subject to change

Contact details

If you are interested in this role, please contact electoral.staffing@n-somerset.gov.uk with the areas you are interested in covering or call 01934 634909.

Presiding Officer job description

Your role as a presiding officer is to maintain the secrecy and security of the ballot and be the face of an efficient and democratic election process.

Duties will include:

- Preparing the polling station for opening at precisely 7am
- Maintaining the secrecy and confidentiality of the ballot
- Being in charge of the polling station for the duration of poll
- Checking and marking elector numbers in the Register of Electors, and writing these numbers against the ballot paper number in the corresponding numbers list
- Issuing ballot papers to voters
- To supervise Poll Clerks working in your station
- Transporting equipment to and from your polling station and the count venue as required
- Providing assistance to voters where appropriate
- Managing attendance of those entitled to be present at the polling station
- Completing required paperwork in accordance with instructions provided by the Returning Officer

Before polling day

You will be required to:

- attend a Presiding Officer training session (either in person or via Microsoft Teams) to go through your role/tasks before, and on, polling day. This session will last around an hour.
- contact the key holder of the building being used as the polling station to arrange building access/key collection for the day of poll
- contact your poll clerks who you will be working with on the day
- collect your ballot box and relevant paperwork from the elections office and check the contents are all there

On the day of poll

You will:

- need to be at the polling station for around 6am to help set up and prepare the station

- need to oversee the polling station for the rest of the day
- assist with marking the register and the issuing of ballot papers
- complete the ballot paper account and other relevant paperwork as required
- transport the ballot box and other required paperwork/equipment to the count venue following the close of poll

You will usually only be appointed to be Presiding Officer if you have been a poll clerk before. Or if you have been a Presiding Officer for another local authority.

Covid-19 implications

You will be expected to adhere to any health and safety measures that may be in place at the time of the election as a result of Covid-19. These may include, but are not limited to, wearing a face mask at all times, sanitising of hands and regular cleaning of the polling booths.

Fee

You will be paid a minimum of £260, plus a £45 fee for completing the required training.

Please note this fee is subject to change

Contact details

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