

Presiding Officer job description

Presiding Officers are responsible for their polling station and must help maintain the secrecy of the ballot by being the face of an efficient and democratic election process.

Duties will include:

- Preparing the polling station for opening at 7am precisely
- Ensuring that voter identification is asked for and checked before ballot papers are issued
- Checking the register of electors and marking elector numbers against the ballot paper number in the corresponding numbers list
- Issuing ballot papers to voters
- Supervising Poll Clerks who are working in your station
- Assisting voter where appropriate and supporting disabled voters using special equipment where necessary
- Completing required paperwork in accordance with instructions provided by the Elections team
- Transporting equipment to and from your polling station and the count venue as required



Before polling day

Presiding Officers will need to attend a training session to go through your role before, and on, polling day. This session should last no longer than an hour.

They must also contact the Poll Clerks they will be working with on the day and the key holder of the building being used as the polling station to arrange access and key collection for the day of poll.

Presiding Officers must also collect their ballot box and relevant equipment/paperwork from the Elections office and check these to ensure the contents are all there.

Staff should be aware that this role is a politically restricted post meaning you must not be employed by a candidate if you intend to work at an election. Staff should also wear neutral colours inside the polling station and should NOT discuss political views whilst working.

Fee

Presiding Officers are paid a minimum of £280, and up to £40 for completing the required training. There is also a £10 fee for delivering the sealed ballot box/paperwork to the venue of the count.

Please note these fees are subject to change

Get in touch!

We're always looking to recruit Presiding Officers so if you are interested, please contact electoral.staffing@n-somerset.gov.uk or call 01934 634909.

