Election job descriptions

Poll Clerk

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.

Polling Stations are open from 7am until 10pm. On polling day, staff are required to arrive at their polling station by 6.30am to set it up in time for opening and should not leave the premises during polling hours.

As Poll Clerk you will assist the Presiding Officer to run a polling station. You will help to set up polling station equipment, assist in the issue of ballot papers to members of the public, mark the electoral register and assist in the accurate completion of paperwork.

As a Polling Clerk you will earn £186 for the day's work.

As a Poll Clerk you will:

Assist the Presiding Office and follow any instructions given

Ensure that all people who come to vote are treated impartially, with respect and in a helpful, polite and professional manner

Maintain the secrecy of the ballot.

Duties

Before election day, Poll Clerks are required to attend a training session

On election day a Poll Clerk is required to help the Presiding Officer to:

Set up polling booths (this will require some lifting)

Prepare the polling station for the opening of poll

Keep the polling station neat and tidy

Check and mark voters' electoral numbers in the register of electors and on the corresponding numbers lists

Issue ballot papers to voters

Ensure that voters cast their votes in secret and put them into the correct ballot box

Provide assistance to voters where appropriate, including helping those that have physical difficulties in accessing the Polling Station

Undertake any other polling station duties on the instruction of the Presiding Officer

At the close of poll, the Poll Clerk is required to help the Presiding Officer to dismantle the polling station and ensure the building is returned to good order

Working hours and breaks

A Poll Clerk will work for approximately 16 hours on election day. You will be required to 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 the hours of poll.

A Poll Clerk is not permitted to have carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to this and that they will maintain the secrecy of the poll.

Person specification

Essential

Literate and numerate

Good timekeeping

Ability to carry out work as instructed, even under pressure

Ability to treat people fairly and with respect at all times

Ability to remain politically neutral

Not connected to, nor will assist, any political party or candidate at the election

Compliance with requirement for secrecy and instructions regarding the use of social media

Acceptance of waiving the Working Time Directive for the period of employment

Must not have been convicted of an offence under Electoral Legislation

Desirable

Experience of working at a polling station

Previous customer-service experience

Diplomacy and tact when working with members of the public

Election job descriptions

Poll Clerk

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.

Polling Stations are open from 7am until 10pm. On polling day, staff are required to arrive at their polling station by 6.30am to set it up in time for opening and should not leave the premises during polling hours.

As Poll Clerk you will assist the Presiding Officer to run a polling station. You will help to set up polling station equipment, assist in the issue of ballot papers to members of the public, mark the electoral register and assist in the accurate completion of paperwork.

As a Polling Clerk you will earn £186 for the day's work.

As a Poll Clerk you will:

Assist the Presiding Office and follow any instructions given

Ensure that all people who come to vote are treated impartially, with respect and in a helpful, polite and professional manner

Maintain the secrecy of the ballot.

Duties

Before election day, Poll Clerks are required to attend a training session

On election day a Poll Clerk is required to help the Presiding Officer to:

Set up polling booths (this will require some lifting)

Prepare the polling station for the opening of poll

Keep the polling station neat and tidy

Check and mark voters' electoral numbers in the register of electors and on the corresponding numbers lists

Issue ballot papers to voters

Ensure that voters cast their votes in secret and put them into the correct ballot box

Provide assistance to voters where appropriate, including helping those that have physical difficulties in accessing the Polling Station

Undertake any other polling station duties on the instruction of the Presiding Officer

At the close of poll, the Poll Clerk is required to help the Presiding Officer to dismantle the polling station and ensure the building is returned to good order

Working hours and breaks

A Poll Clerk will work for approximately 16 hours on election day. You will be required to 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 the hours of poll.

A Poll Clerk is not permitted to have carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to this and that they will maintain the secrecy of the poll.

Person specification

Essential

Literate and numerate

Good timekeeping

Ability to carry out work as instructed, even under pressure

Ability to treat people fairly and with respect at all times

Ability to remain politically neutral

Not connected to, nor will assist, any political party or candidate at the election

Compliance with requirement for secrecy and instructions regarding the use of social media

Acceptance of waiving the Working Time Directive for the period of employment

Must not have been convicted of an offence under Electoral Legislation

Desirable

Experience of working at a polling station

Previous customer-service experience

Diplomacy and tact when working with members of the public

Election job descriptions

Poll Clerk

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.

Polling Stations are open from 7am until 10pm. On polling day, staff are required to arrive at their polling station by 6.30am to set it up in time for opening and should not leave the premises during polling hours.

As Poll Clerk you will assist the Presiding Officer to run a polling station. You will help to set up polling station equipment, assist in the issue of ballot papers to members of the public, mark the electoral register and assist in the accurate completion of paperwork.

As a Polling Clerk you will earn £186 for the day's work.

As a Poll Clerk you will:

Assist the Presiding Office and follow any instructions given

Ensure that all people who come to vote are treated impartially, with respect and in a helpful, polite and professional manner

Maintain the secrecy of the ballot.

Duties

Before election day, Poll Clerks are required to attend a training session

On election day a Poll Clerk is required to help the Presiding Officer to:

Set up polling booths (this will require some lifting)

Prepare the polling station for the opening of poll

Keep the polling station neat and tidy

Check and mark voters' electoral numbers in the register of electors and on the corresponding numbers lists

Issue ballot papers to voters

Ensure that voters cast their votes in secret and put them into the correct ballot box

Provide assistance to voters where appropriate, including helping those that have physical difficulties in accessing the Polling Station

Undertake any other polling station duties on the instruction of the Presiding Officer

At the close of poll, the Poll Clerk is required to help the Presiding Officer to dismantle the polling station and ensure the building is returned to good order

Working hours and breaks

A Poll Clerk will work for approximately 16 hours on election day. You will be required to 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 the hours of poll.

A Poll Clerk is not permitted to have carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to this and that they will maintain the secrecy of the poll.

Person specification

Essential

Literate and numerate

Good timekeeping

Ability to carry out work as instructed, even under pressure

Ability to treat people fairly and with respect at all times

Ability to remain politically neutral

Not connected to, nor will assist, any political party or candidate at the election

Compliance with requirement for secrecy and instructions regarding the use of social media

Acceptance of waiving the Working Time Directive for the period of employment

Must not have been convicted of an offence under Electoral Legislation

Desirable

Experience of working at a polling station

Previous customer-service experience

Diplomacy and tact when working with members of the public

Election job descriptions

Poll Clerk

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.

Polling Stations are open from 7am until 10pm. On polling day, staff are required to arrive at their polling station by 6.30am to set it up in time for opening and should not leave the premises during polling hours.

As Poll Clerk you will assist the Presiding Officer to run a polling station. You will help to set up polling station equipment, assist in the issue of ballot papers to members of the public, mark the electoral register and assist in the accurate completion of paperwork.

As a Polling Clerk you will earn £186 for the day's work.

As a Poll Clerk you will:

Assist the Presiding Office and follow any instructions given

Ensure that all people who come to vote are treated impartially, with respect and in a helpful, polite and professional manner

Maintain the secrecy of the ballot.

Duties

Before election day, Poll Clerks are required to attend a training session

On election day a Poll Clerk is required to help the Presiding Officer to:

Set up polling booths (this will require some lifting)

Prepare the polling station for the opening of poll

Keep the polling station neat and tidy

Check and mark voters' electoral numbers in the register of electors and on the corresponding numbers lists

Issue ballot papers to voters

Ensure that voters cast their votes in secret and put them into the correct ballot box

Provide assistance to voters where appropriate, including helping those that have physical difficulties in accessing the Polling Station

Undertake any other polling station duties on the instruction of the Presiding Officer

At the close of poll, the Poll Clerk is required to help the Presiding Officer to dismantle the polling station and ensure the building is returned to good order

Working hours and breaks

A Poll Clerk will work for approximately 16 hours on election day. You will be required to 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 the hours of poll.

A Poll Clerk is not permitted to have carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to this and that they will maintain the secrecy of the poll.

Person specification

Essential

Literate and numerate

Good timekeeping

Ability to carry out work as instructed, even under pressure

Ability to treat people fairly and with respect at all times

Ability to remain politically neutral

Not connected to, nor will assist, any political party or candidate at the election

Compliance with requirement for secrecy and instructions regarding the use of social media

Acceptance of waiving the Working Time Directive for the period of employment

Must not have been convicted of an offence under Electoral Legislation

Desirable

Experience of working at a polling station

Previous customer-service experience

Diplomacy and tact when working with members of the public