

JOB DESCRIPTION

Elections



JOB TITLE:	POLL CLERK
RESPONSIBLE TO:	RETURNING OFFICER
REPORTS TO:	ELECTIONS MANAGER
Purpose of Job: <p>Poll Clerks assist the Presiding Officer to run the polling station, help to set up the polling station and assist in the issuing of ballot papers, enabling electors to cast their vote, maintaining the secrecy of the ballot at all times.</p>	
Hours of Work: <p>Polling stations are open from 7am – 10pm. Staff are required to arrive at the polling station by 6:30am to set up the equipment. At the close of poll after 10pm, equipment must be packed away and assistance given to the Presiding Officer in completing relevant paperwork.</p>	
Payment: <p>Grade 6 (SCP 15). Payment can vary depending on election type and extent of combination. There is an additional payment for undertaking a training session.</p>	
Core Tasks: <ol style="list-style-type: none">1. Attend a training session.2. Assist with setting up the polling station and ensure the building is returned to a neat and secure state at the close of poll (may require some manual handling).3. Undertake any polling duties as required and requested by the Presiding Officer.4. Deal with members of the public in helpful, polite and professional manner, staying within the requirements of legislation at all times.5. Issue ballot papers.6. Check and mark the polling station register and corresponding numbers list.7. Follow the instructions of the Returning Officer and their staff at all times.8. Adhere to the requirements of secrecy at all times. <p>By accepting the post you will waive your right to the Working Time Directive. On polling day Poll Clerks will be working a 16 hour day. Own refreshments must be provided to see through the entire day and breaks coordinated with the Presiding Officer. Polling station staff are not permitted to leave the premises at any point during the hours of poll.</p> <p>Health & Safety: All employees have a responsibility for their own Health & Safety and that of others while undertaking their duties.</p> <p>Legislation: To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures.</p> <p>The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the payment of the post.</p> <p>Please note that we cannot employ anyone who has or intends to work or volunteer on behalf of a political party or candidate at any election.</p>	

Person Specification			
Essential		Desirable	
Ability to work independently under pressure.		Previous customer service experience.	
Literate & numerate.		Working knowledge of the electoral process.	
Good time keeping.			
Ability to remain politically neutral.			
Diplomacy and tact when working with members of the public.			
Physically able to undertake the duties of the role, e.g.: manual handling of polling equipment when setting up the polling station, and able to work long/unsociable hours on polling day.			
Prepared by:	Jo Bentham	Date:	10/01/2025