



ASHFORD
BOROUGH COUNCIL

ELECTORAL SERVICES, ELECTION STAFF

JOB DESCRIPTION

POLL CLERK

The polling station team

The role of the 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 7.00am until 10.00pm. On polling day, staff are required to arrive at the polling station no later than 6.15am and remain until all close of poll procedures/forms have been completed. In order to maintain the secrecy of the vote and safeguard the integrity of the process, staff should not leave the premises during polling hours. The role of the polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

They should manage the flow of electors entering and exiting the polling station. They will need to maintain regular hygiene controls within the polling station to ensure the venue is complicit with government guidelines surrounding Covid-19, complying with instructions set out by the Returning Officer or their staff.

The Poll Clerk

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

The Role:

To assist the Presiding Officer in carrying out the following:

- Complying with any instructions from the Returning Officer
- Ensuring that all electors are treated impartially and with respect
- Maintaining the secrecy of the ballot

Duties:

Before Election Day:

- Where requested, attend training sessions and briefings provided by the Electoral Services office

Election Day:

Help the Presiding Officer to carry out the following:

- Erect polling booths. This involves some lifting
- Prepare the polling station for the opening of poll
- Keep the polling station neat and tidy
- Check and mark electors' 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
- Manage the flow of electors in and out of the polling station at any one time
- If required encourage social distancing both inside and outside the polling station
- If required ensure face coverings are worn inside the polling station unless an exemption is in place
- Maintain regular schedule for cleaning polling equipment throughout the day
- If required encourage use of hand sanitiser when entering and leaving the polling station
- Assist the Presiding Officer with packing up the polling station, after the close of poll
- Adhere to the relevant secrecy requirements at all times
- Any other polling station duties on the instruction of the Presiding Officer

Close of Poll:

- Help in the dismantling of the polling station and ensuring the building is returned to good order
- You will be working a 16 hour 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 maintain the secrecy of the poll.

Payment

Payment will be made to a designated bank account as soon as is practicable after the election.

Person Specification – Poll Clerk

Essential	Desirable
Fully literate and numerate with excellent attention to detail	Previous customer service experience
Good timekeeping	Experience of working at a polling station
Ability to carry out work as instructed, accurately, even under pressure	
Ability to remain politically neutral	
Diplomacy and tact when working with members of the public	
Not connected to, nor will assist, any candidate or party at the election	
Able to attend training	
Physically able to lift and carry heavy equipment in accordance with manual handling advice	

Updated: May 2022

This information is provided for guidance only and may be subject to change without notice.