**Poll Clerk**

**Job Description**

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 (latest) 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.

The current rates of pay are available via: <https://jobs.buckinghamshire.gov.uk/job_detail/276623/>

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 complete online training

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
* Help electors to understand voter ID is required and advise on acceptable forms of ID
* Ask for and check voter identification before ballot papers are issued
* Enable electors to present their ID in private when requested
* 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 a disability to access the polling station and to case their vote
* Provide assistance and guidance to electors handing in postal votes
* 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 (not essential)
* Previous customer-service experience
* Diplomacy and tact when working with members of the public

## Make an expression of interest

Apply to work at elections at <https://www.buckinghamshire.gov.uk/your-council/elections-and-voting/apply-to-work-at-elections/>

You will need to tell us the following:

* your details - name, and address
* any experience you have in working at elections in the past
* any relevant experience to the roles listed