



Poll Clerk - Duties

The hours of poll will be from 7:00 am until 10:00 pm. Staff will be required to arrive at the polling station for 6:30 am and leave shortly after 10:00 pm (allowing time to set up/pack away equipment used). Staff should provide their own refreshments and take appropriate breaks throughout the day. Staff are not permitted to leave the premises during the hours of poll.

Duties

As a poll clerk, your role is to assist the Presiding Officer with the running of the polling station and issuing of ballot papers.

The Role

To assist the Presiding Officer in carrying out the following:-

- Complying with any instructions
- Ensuring that all electors are treated impartially and with interest
- Maintaining the secrecy of the ballot

Rate of Pay - £175 for the day (including Holiday Pay) plus £15 for approximately 1 hour's online training

Duties

Before Polling Day

- Where applicable, attend training session(s), briefings and/or undertake online training

Polling Day

- Assist setting up the polling station, including erecting polling booths (this will involve some lifting) and keeping the building in a tidy and secure state
- Check and mark electors' 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
- Any other polling station duties on the instruction of the Presiding Officer

Close of Poll

- Assist with the dismantling of the polling station and ensure the building is returned to its original order