ELECTORAL SERVICES
CASUAL ELECTION STAFF

CAR PARK ATTENDANT JOB DESCRIPTION

WOKINGHAM BOROUGH COUNCIL

The Car Park Attendant Team

The purpose of the Car Park Attendant team is to assist in the car park at various polling station venues and the count venue.

The Car Park Attendant Role

The role of the Car Park Attendant is responsible for directing traffic in a safe and efficient way and helping electors to find parking spaces and to access and egress the parking areas. They must ensure the parking area is safe for all users.

They must:

- Arrive at the designated parking area promptly and sign in on arrival.
- Wear high visibility tunic/coat provided.
- Perform duties as directed by the Presiding Officer/Returning Officer, carrying out their duties in a helpful and professional manner.
- Familiarise themselves with the parking area and how traffic should enter/exit the parking area.
- Direct traffic in a safe and efficient way, allowing electors to access and egress the car park as quickly as possible.
- Always act impartially, be polite but refrain from engaging in conversations with candidates, agents, tellers, press, councillors or guests.
- Refer any queries relating to the election/polling to the Presiding Officer/Returning Officer.
- Sign out on departure at end of shift.

Duties:

- Provide excellent customer service to electors.
- Assist drivers with finding parking spaces and directing incoming vehicles to available spaces.
- Identify where the disabled parking bays are located and direct users who require disabled parking to these bays.
- Liaise with the Presiding Officer to identify a suitable parking bay and assist the Presiding Officer to display a ‘Disabled Parking’ notice (if working at a polling station venue that doesn’t have a designated disabled parking bay).
- Cordon off the designated parking area ahead of ballot box reception (if working at the count venue).
- Ensure the Presiding Officers follow the correct flow of traffic, when dropping off ballot boxes and polling station equipment (if working at the count venue).
- Maintain the cleanliness of the parking areas, removing any litter left behind by electors.
- Any other duties as directed by the Presiding Officer/Returning Officer.

Eligibility:

The Returning Officer is not permitted to employ anyone who is/or has performed duties on behalf of any political party or candidate at the election, or who has been convicted of an offence under electoral legislation.

Post holders must be 18 or over and entitled to work in the UK (in accordance with the provisions of the Asylum and Immigration Act 1996). They must provide evidence of their eligibility to work in the UK (known as a 'right to work' check).

The right to work check must be completed prior to taking up the job role, so we ask successful applicants to provide this evidence as soon as possible.

Rate of pay and working time:

On election day, staff working at polling stations or count venue are not permitted to leave the venue at any point. You will be required to plan for this and provide your own refreshments/food for the duration of your shift.

- Hourly rate: £16.19 per hour (including holiday pay) *
- Date of employment: Thursday 6th May 2027
- Start time: TBC - various start times available
- Total working time: TBC - various lengths of shifts available
- Place of work: You will work at one of the following sites:
  - Earley St. Peters Church Hall, Church Road, Earley, Reading, RG6 1EY.
  - St. Sebastians Memorial Hall, Nine Mile Ride, Wokingham, RG40 3BA.
  - California Ratepayers Hall, Finchampstead Road, Finchampstead, Wokingham, RG40 3RL.
  - Spencer's Wood Pavillion, Clares Green Road, Spencers Wood, Reading, RG7 1DY.
  - Loddon Valley Leisure Centre, Rushey Way, Lower Earley, RG6 4GD.
  - Council Offices, Shute End, Wokingham, RG40 1BN.

* Elections staff do not pay Class 1 National Insurance contributions for fees received at parliamentary or local elections.

Health and Safety:

Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Polling station staff – Right to Vote:

If working at a polling station you would not be able to leave to vote at your usual polling station. It is recommended that you apply for a postal or proxy vote in advance of polling day. To do so, please visit Vote in UK elections - GOV.UK to apply.

ELECTORAL SERVICES
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CAR PARK ATTENDANT
PERSON SPECIFICATION

WOKINGHAM BOROUGH COUNCIL

EXPERIENCE	
Essential	**Desirable**
None.	

SKILLS/PERSONAL ATTRIBUTES	
Essential	**Desirable**
Punctual and reliable. Commitment to customer care. Strong communication skills. Calm under pressure. Good personal presentation. Ability to remain politically neutral. Ability to always treat people fairly and with respect.	Understanding of confidentiality.

OTHER	
Essential	**Desirable**
Must not have worked in support of a political party/candidate at the election, whether paid or unpaid. Must not have been convicted of an offence under Electoral Legislation. Be willing to attend training/briefing sessions as required. Acceptance and adherence to the terms of Statement of Secrecy.	