ELECTORAL SERVICES
CASUAL ELECTION STAFF

COUNT ASSISTANT
JOB DESCRIPTION

WOKINGHAM
BOROUGH COUNCIL

The Verification/Count team

The purpose of the Verification/Count team is to open ballot boxes and ensure the contents agree with the Ballot Paper Accounts. The team are also responsible for counting the votes, and if required, recounting the votes, for each candidate in the election.

The Count Assistant Role

The role of the Count Assistant is undertaken in a high-pressure environment. Count Assistants require focus, and care must be taken to ensure a high level of accuracy when counting.

They must:

- Arrive at the Count venue promptly and sign-in on arrival.
- Have read and agree to the terms of the Statement of Secrecy.
- Always act impartially and respect confidentiality of material handled.
- Work whilst being observed by candidates and agents.
- Refrain from engaging in conversations with candidates, agents, press, councillors, or guests.
- Remain at the Count venue until the end of the count and sign-out at the end of shift.

Duties:

Count Assistants will work in teams of varying sizes as designated by the Returning Officer. As directed by a Senior Count Assistant, they will:

Verification

- Count the number of ballot papers in a ballot box.
- Re-count if required and as directed by a Senior Count Assistant.

Count

- Divide ballot papers into votes for individual candidates and count them using the method designated by the Returning Officer.
- Re-count if required and as directed by a Senior Count Assistant.

The length of time a Count takes will depend on the size and nature of the election and whether re-counts are required. You must be prepared to stay as long as it takes and should bring your own food in case it is a lengthy process. If the Count takes place immediately after the close of poll, you will start working late into the evening and potentially into the early hours of the morning. You will be given adequate breaks and refreshments will be provided.

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 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

If the Count is due to be held during the day, post holders must be 16 or over. If the Count is due to be held overnight, post holders must be 18 or over.

Rate of pay (Friday daytime) and working time:

- Hourly fee: £16.19 per hour (including holiday pay)*
- Date of employment: Friday 7th May 2027
- Start time: 8.45am
- Total working time: 6.5/7.5 hours (approx.) but if a recount is required, Count Assistants must remain until the count is finished.
- Place of work: Loddon Valley Leisure Centre, Rushey Way, Lower Earley, RG6 4GD

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

Rate of pay (Saturday daytime) and working time:

- Hourly fee: £24.29 per hour (including holiday pay)*
- Date of employment: Saturday 8th May 2027
- Start time: 9am
- Total working time: 6.5 hours (approx.) but if a recount is required, Count Assistants must remain until the count is finished.
- Place of work: Loddon Valley Leisure Centre, Rushey Way, Lower Earley, RG6 4GD

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COUNT ASSISTANT
PERSON SPECIFICATION

WOKINGHAM BOROUGH COUNCIL

EXPERIENCE	
Essential	**Desirable**
None.	Previous Count experience.

SKILLS/PERSONAL ATTRIBUTES	
Essential	**Desirable**
Numerate. Accuracy and attention to detail. Ability to follow instructions. Punctual and reliable. Calm under pressure. Team player. Ability to remain politically neutral.	

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.	