ELECTORAL SERVICES
CASUAL ELECTION STAFF

POLL CLERK
JOB DESCRIPTION

WOKINGHAM
BOROUGH COUNCIL

The Polling Station Staff team

Polling stations are open from 7.00 a.m. until 10.00 p.m. On election day, staff are required to arrive at the polling station at 6.15 a.m. to set up the equipment. Staff are not permitted to leave the premises during polling hours to maintain the secrecy of the vote.

The role of the polling station staff is to ensure that voters can cast their vote, in secret, free from influence, and in a calm environment.

The Poll Clerk

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

Poll Clerks 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 the Presiding Officer in the accurate completion of paperwork. They will perform duties as directed by the Presiding Officer accurately and efficiently, carrying out their duties in a helpful and professional manner.

They must:

- Attend training fi required (prior to election day).
- Assist the Presiding Officer in carrying out the following:
  - Comply with any instructions from the Returning Officer.
  - Ensure electors are treated impartially, with respect and in a professional manner.
  - Maintain the secrecy of the ballot.

Duties:

Help the Presiding Officer to carry out the following:

- Setting up polling booths. This involves 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 ID before ballot papers are issued.
- Enable electors to resent their ID in private when requested.
- 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.
- Provide assistance and guidance to electors handing in postal votes, including completion of postal vote handling forms.
- Undertake any other polling station duties on the instruction of the Presiding Officer.
- At the close of poll, help to dismantle the polling station equipment and ensure the building is returned to good order.

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.

Polling station staff must consent to working in excess of the normal working hours provided for by the Working Time Directive.

All staff will be required to sign their agreement to maintain the secrecy of the poll.

Rate of pay and working time:

Rate of pay and working time:
On election day, polling station staff are not permitted to leave the polling station premises at any point during hours of poll. You will be required to plan for this and provide your own refreshments/ food for the duration of the poll.

- Set rate of pay: £306.95 (including holiday pay and pay for 1.5-hour training) *
- Date of employment: Thursday 6th May 2027
- Start time: 6.15am
- Total working time: 16 hours (plus 1.5-hour training).
- Place of work: TBC (at a designated polling station).

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

Polling station staff – Right to Vote:

Whilst 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
CASUAL ELECTION STAFF

POLL CLERK
PERSON SPECIFICATION

WOKINGHAM BOROUGH COUNCIL

EXPERIENCE	
Essential	**Desirable**
None.	A basic understanding of the election process. Previous election experience. Previous customer service experience.

SKILLS/PERSONAL ATTRIBUTES	
Essential	**Desirable**
Ability to work as instructed, even under pressure. Strong communication skills. Ability to speak clearly and to relate effectively with people from diverse backgrounds. Attention to detail. Ability to always treat people fairly and with respect. Ability to remain politically neutral. Good personal presentation. Commitment to customer care. Team player and flexible attitude. Punctual and reliable.	Able to lift polling booths/ballot boxes etc.

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