

Poll Clerk

BACKGROUND

The role of polling station staff is to ensure that voters are able to cast their vote in secret and free from influence. Both Presiding Officer and Poll Clerks should be able to carry out each other duties where necessary.

On the day of election, polling station staff must be on duty at their polling station from 6.15am until shortly after 10pm. All staff employed to work at a polling station must complete training before taking up their appointment.

POLL CLERK DUTIES

- Comply with the instructions of the Returning Officer and the Presiding Officer
- Assist with the layout of the polling station and prepare the opening of the poll
- Be polite and professional and remain impartial at all times
- Check and mark the register to confirm that electors have voted
- On the corresponding numbers list, write the elector number against the relevant ballot paper number(s)
- Issue of ballot paper(s) to voters ensuring they bear the official mark
- Ensure that voters can cast their vote in secret and maintain the secrecy of the ballot
- Answer questions where appropriate in a friendly and professional way ensuring to be impartial at all times
- Ensure only those who are entitled to be in the polling station are allowed in.
- Assist the Presiding Officer with any other duties.
- From time to time act as a visible point of contact for voters, providing guidance and directions to assist voters in adhering to current Covid guidelines.
- Complete cleaning tasks as directed in the Cleaning Schedule Document.
- Carry out duties as requested to ensure the venue remains Covid-19 secure.

ADDITIONAL INFORMATION

- Must comply with the Notification of Secrecy (poll)
- Must not wear clothing that is in political colours
- Must remain impartial at all times
- Must not leave the polling station at any point during the day, therefore must ensure to bring enough food, drink etc for the duration of the 16 hours.

FEES (FIXED RATE)

Poll Clerk duties: £169

Set mileage: £10

Training: £10 online training