

**London Borough of Southwark**

**Poll Clerk - Job Description**

**Section/Department – Electoral Services, Finance &  
Governance**

**Responsible to – The Returning Officer**

# Poll Clerk Job Description

## Purpose of the role:

As a Poll Clerk you will assist the Presiding Officer (person in charge of the polling station) to run the polling station, assist in the issue of ballot papers to members of the public, mark the electoral register and assist in the accurate completion of paperwork.

Polling Stations are open from 7:00am until 10:00pm; on polling day staff are required to arrive at the polling station at 6.00am to set up equipment and polling booths.

Poll Clerks will be required to work a 16 hour day, and must provide their own refreshments. The Presiding Officer will manage times for breaks during quiet periods.

Staff are not permitted to leave the premises for any reason during the hours of poll.

## The role:

- Undertake a training session, online and/or face to face
- Visit the polling station before polling day to know its location and how to get there by 6.00am on polling day
- Arrive at the polling station on polling day for 6.00am and remain until all closure arrangements have been completed (plan for 10.30pm).
- Assist in setting up your polling station and leave the building in a neat and secure state
- Follow the instructions of the Presiding Officer at all times
- Complete the work assigned to you by your Presiding Officer in accordance with the training given and written guidance provided.
- Work subject to the Secrecy Requirements
- Ensure the integrity and secrecy of the vote is maintained by:
  - Maintaining the secrecy of the ballot at all times
  - Ensuring that only eligible electors vote
  - Ensuring that electors vote in secrecy and without influence
  - Ensuring that ballot papers are issued in numerical sequence and bear the official mark
  - Ensuring that the register (and proxy list) is marked accurately and the Corresponding Number List (CNL) is accurately completed.
  - Ensuring that ballot papers are placed in the appropriate polling station ballot box.
- Assist/answer questions or queries from voters, campaigners, candidates and agents, representatives of the Electoral Commission and accredited observers in a helpful, polite and professional manner
- Remain in the polling station at all times – except for short breaks arranged with the Presiding Officer, and not away from the polling station premises
- Act impartially at all times, including dressing in neutral colours
- Assist with queue management, encourage social distancing and ensure safety measures are followed
- Keep the polling station tidy and carry out regular cleaning of touchpoints such as doors, polling booths and any writing implements
- Ensure that all signs and notices are clear, visible and remain in place throughout polling day
- Assist in the completion of paperwork as required
- Any other polling station duties on the instruction of the Presiding Officer

### **In return, you can expect**

- Full training in your role and responsibilities
- Full written instructions
- All stationery and equipment to carry out your duties
- Regular visits on polling day from a Polling Station Inspector
- Direct contact to the Elections Office and mobile phone numbers for senior staff
- Contact details for your colleagues, and the Presiding Officer will contact you by the Thursday preceding polling day to discuss the local arrangements at the polling station including refreshments and breaks.
- Payment by BACS the following month covering training and polling day work providing that correct bank details have been submitted before payroll cut- off date.

**You may be required to perform additional duties not listed which are appropriate to your role to ensure the smooth running of the election process. Job descriptions can be amended at the discretion of the Returning Officer to ensure service needs are met.**

**The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election.**

**We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful in being appointed to this role, we will ask you to provide appropriate documents, such as a passport, visa or full birth certificate to confirm this. You will also be asked to complete a risk assessment to help us mitigate the risks associated with COVID-19.**

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

If you have any queries please email: [election.staffing@southwark.gov.uk](mailto:election.staffing@southwark.gov.uk) or telephone 020 7525 7373.

## Poll Clerk Personal Specification

### EXPERIENCE

ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> <li>• A basic understanding of the election process</li> <li>• Previous election experience</li> </ul>

### SKILLS/PERSONAL ATTRIBUTES

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Fully literate and numerate with excellent attention to detail</li> <li>• Punctual and reliable</li> <li>• Able to undertake training</li> <li>• Access to a computer to undertake online training</li> <li>• Ability to carry out work as instructed accurately under pressure</li> <li>• Ability to remain politically neutral</li> <li>• Good communication skills and commitment to customer care - diplomacy and tact when working with members of the public</li> <li>• Good personal presentation</li> <li>• A team player and flexible attitude</li> <li>• Physically able to lift and carry heavy equipment in accordance with manual handling advice</li> </ul>	<ul style="list-style-type: none"> <li>• Previous customer-service experience</li> <li>• Experience of working at a polling station</li> </ul>

### OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Must not have worked in support of a political party/candidate at the election, whether paid or unpaid</li> <li>• Certain limitations may prevent you from working in polling stations in</li> </ul>	<ul style="list-style-type: none"> <li>• Use of a car to transport ballot box if required by Presiding Officer</li> </ul>

<p>certain elections or wards such as being related to a candidate or having signed nomination papers for a candidate</p> <ul style="list-style-type: none"><li>• Be able to attend training/briefing sessions and or conduct online training session</li><li>• Must not have been convicted of an offence under Electoral Legislation</li><li>• Acceptance of waiving of working time directive for period of employment</li><li>• Compliance with requirement to secrecy and social media policy</li></ul>	
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