



# South Kesteven Job Description

<b>Job title:</b>	<b>Poll Clerk</b>		
<b>Salary:</b>	In the region of <b>£140</b> plus additional payment of <b>£20</b> for online training.  (At a combined election, where more than two elections are taking place at a polling station, the fee will increase from £140 to £168)	<b>Contract:</b>	<b>Casual</b>
<b>Hours:</b>	16 hours on polling day (polling hours 7am to 10pm plus set up and clear up time). You will need to provide your own refreshments, polling staff will not be permitted to leave the polling station during the hours of poll.  1 hour training plus reading handbook.		
<b>Location:</b>	Site based (at the polling station) – will involve unsocial hours	<b>Political restriction:</b>	This job is not politically restricted

## 1 Overall purpose

As Poll Clerk you will assist the Presiding Officer with all aspects of the poll in the polling station. You will help to set up the polling station and assist with the issue of ballot papers enabling electors to cast their vote. You will also assist and direct voters entering the polling station. You must maintain the secrecy of the ballot.

## 2 Responsibilities and outcomes

### You will be expected to:

- Liaise with the Presiding Officer for your allocated polling station prior to polling day.
- Complete the online training package and read the polling station handbook prior to polling day.
- Be at your polling station at least 30 minutes before opening (no later than 6.30am) and assist the presiding officer with the setup and layout of the polling station in preparation for the opening of the polling station at 7am.
- Remain at the polling station until it has closed at 10.00pm and assist with the dismantling and packing away of the polling station equipment.
- Ensure that all signs and instructions are in place and remain in place throughout the day.
- Assist the presiding officer with putting up polling booths. This involves some lifting.
- Follow instructions of the Presiding Officer, Returning Officer, Deputy Returning Officer or Polling Station Inspector.
- Assist with the marking of the Electoral Register, completing the corresponding number lists and issuing of ballot papers.
- Ensure the polling station is kept tidy at all times.
- Assist the Presiding Officer in ensuring that voters can cast their votes in secret and put their ballot papers into the ballot box.
- Assist with the management of voters entering the polling station and providing directions and guidance where appropriate, ensuring Covid-19 measures are observed at all times.
- Deal with members of the public in a helpful, polite and professional manner.
- Ensure that all voters and visitors to the polling station are treated impartially and with respect.

- Wear smart and politically neutral clothing.
- Work subject to the secrecy requirements.
- Assist with the dismantling of the polling station.
- Carry out any other polling station duties as required.

**You can expect:**

- Full training in your role and responsibilities
- Full written instructions
- All stationery and equipment to carry out your duties
- Contact details for your colleagues

**3 Flexibility**

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder).

**4 Authority to work in the UK**

You must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency.

Key Criteria	Job Requirements	Essential or desirable
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>• Good communication skills and ability to follow instructions</li> <li>• Commitment to customer care</li> <li>• Ability to deal with confidential information</li> <li>• Good administration skills and attention to detail</li> <li>• Fully literate and numerate</li> <li>• Basic understanding of the electoral process</li> <li>• Ability to lift polling booths/ballot boxes</li> </ul>	E E E E E D D
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Access to own car which is also insured for business use</li> </ul>	D
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of dealing with the public</li> <li>• Previous election experience</li> </ul>	D D
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Diplomacy and tact when working with members of the public</li> <li>• Punctual and reliable</li> <li>• Ability to remain politically neutral</li> <li>• Ability to work within a team</li> <li>• Ability to carry out work as instructed, even under pressure</li> <li>• Flexibility in terms of hours, location and duties</li> </ul>	E E E E E E
<b>Other</b>	<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>• Be willing to attend/complete training as required</li> </ul>	E E