

SUTTON ELECTORAL SERVICES ARE HIRING!

Have you ever
considered working
at an election?

Not sure what is
involved or how to
apply?

Use this guide for an overview of roles and fees
or contact us at elections.staff@sutton.gov.uk
for more information

Electoral Services
London Borough of Sutton



What are the roles?

Working at a polling station – What does it involve?

Poll clerks assist the Presiding Officer, opening and closing the polling station. Working in teams of two they will greet voters, asking them for their name, address, checking their photo ID and marking the Register of Electors & other paperwork. They will hand the ballot paper(s) to the voter, advise them of any further instructions and be available to assist with queries. Full training will be provided to successful applicants.



Working as a count assistant – What does it involve?

Work in teams under the direction and supervision of the Count Supervisor, Count Assistants verify and count the number of ballot papers inside the ballot box at each polling station. Count assistants will count the ballot papers into 20's, 5 sets of 20 will be placed into a bundle of 100 – once the total number of ballot papers per box has been verified, the papers are then mixed and sorted into candidate/party trays. Once sorted the process of counting into 20's and 100's is then repeated.

Postal vote issuing & opening – What does it involve?

Working in teams, postal vote issuing staff are responsible for collating postal vote packs, ensuring that the correct ballot paper(s) and relevant paperwork are issued to the voter.

Postal vote opening assistants are responsible for the opening and handling of postal ballot papers received prior to polling day. Teams of assistants are employed on an hourly basis in the days leading up to polling day. Returned postal votes are opened, checked and tallied in a secure manner, and your work may be observed by candidates and their agents.



The Greater London Authority Elections 2 May 2024

Appointments, Fees, & Information

Successful applications

Appointments will be sent to successful applicants week commencing 26 February 2024. You will receive an email asking you to log into the staff portal to accept or decline the job offer. Please do not chase applications prior to this date - the team will not be able to confirm information in advance.

Unsuccessful applications

There are limited job roles to allocate, which may mean you are not selected to work on this occasion. Unsuccessful applicants will not be notified by email – to check if you have a job offer log into the staff portal from 26 February 2024 and go to **new notifications** - if this is blank you will have been automatically placed on our reserves list, we will contact you if a position becomes available.

Please see the table below confirming all polling and postal vote staff fees. Please note all below are GROSS fees and will be confirmed in appointment documentation when a job offer is made.

Role	Fee
Senior Presiding Officer	£476.00 (training inclusive)
Presiding Officer	£453.00 (training inclusive)
Poll Clerk	£279.00 (training inclusive)
Postal vote issuing	£16.50 per hour
Postal vote opening (day)	£16.50 per hour
Postal vote opening (eve)	£29.00 per hour

Count Information

There is a possibility that a General Election may be called and combined with the GLA Elections and both will be held on the same day. Due to this possibility the locations and times of counts may change.

If the GLA Elections run as scheduled and a General Election is not called the count will take place at ExCel London, Royal Victoria Dock, 1 Western Gateway, London E16 1XL on Friday 3 and Saturday 4 May. Both counts will start at 9:30am and are expected to finish by 6:00pm

If a General Election is called the verification of all ballot papers and subsequent count of the General Election ballot papers will take place at Westcroft Leisure Centre, Westcroft Rd, Carshalton, SM5 2TG. This will be a Thursday overnight count starting at 9:00pm - due to the volume of ballot papers we expect the finish time to be around 1:00pm on Friday 3 May - for this reason count staff will be rotated at 05:45am on Friday 3 May.

Please see the below breakdown of each scenario for count times, locations and fees. Please note all below are GROSS fees and will be confirmed in appointment documentation when a job offer is made.

IF GLA Elections & General Election Combined

Thursday 2 May (Overnight)	Friday 3 May	Sunday 5 May
21:30 - 06:00 (Westcroft)	05:45 – 13:00 (Westcroft)	09:30 – 18:00 (ExCel)

IF GLA Elections are not combined with a General Election

Thursday 2 May	Friday 3 May	Saturday 4 May
21:30 – 01:00 (Westcroft)	09:30 – 18:00 (ExCel)	09:30 – 18:00 (ExCel)

Fees for count staff by date

Date	Role	Fee
Thursday 2 May	Count Supervisor	£50.00 per hour
Thursday 2 May	Count Assistant	£36.00 per hour
Friday 3 May	Count Supervisor	£29.00 per hour
Friday 3 May	Count Assistant	£21.00 per hour
Saturday 4 May	Count Supervisor	£43.00 per hour
Saturday 4 May	Count Assistant	£32.00 per hour
Sunday 5 May	Count Supervisor	£43.00 per hour
Sunday 5 May	Count Assistant	£32.00 per hour

*Please note that if you are appointed to work at any of the counts taking place at ExCel London coaches will be available to transport staff to and from the venue. Coaches will be situated at both Sutton Civic Offices and Croydon Town Hall and will depart at 7am - if you wish to travel by coach you must be at the coach pick-up point by 06:45am, or you will need to make your own way to ExCel London.