

## Polling Station Role Profile

Job Family	Electoral Services
Job Title(s)	Senior Presiding Officer Presiding Officer Poll Clerk
Location	Various locations in London Borough of Sutton
Responsible to	Electoral Services Returning Officer (London Borough of Sutton)

### **General Information**

At each election, we have multiple polling stations situated across the London Borough of Sutton. Staff are responsible for ensuring that everyone that is entitled to vote is able to, and that the correct voting procedures are followed.

The polling station is open to voters from 7am to 10pm so the polling station needs to be set-up and ready to go at this time. You would be required to arrive at your polling station around 6:15am. Equipment is delivered to the polling station the day before the poll and needs to be set up before the polling station opens.

Polling station staff are not permitted to leave the polling station while the poll is taking place.

Polling station staff must not be employed by or on behalf of any political party or candidate involved in this election including in a voluntary/unpaid capacity. All staff employed by the Returning Officer must be impartial.

### **Duties of the Senior Presiding Officer/Presiding Officer**

Senior Presiding Officers and Presiding Officers are responsible for the management of the polling station and supervising the work of the Poll Clerks.

#### **Duties include:**

- Required attendance of e-learning and virtual briefing sessions, and read the polling station handbook issued - **Failure to attend and successfully complete any training could lead to an appointment being revoked**
- Liaise with the polling station key holder to confirm arrangements for the opening and closing of the venue (Senior Presiding Officer role)
- Collect and check ballot box and equipment before polling day for use on the day, and transport it to the count venue at the close of poll

- Open and close the polling station on time, ensuring the layout of the polling station is suitable, notices and signs are clear and remain in place throughout the day, and that the station is neat and tidy
- Run the polling station, ensuring the secrecy and security of the ballot, complying with the Returning Officer's instructions, and ensuring voters can cast their vote in secret, free from influence
- Instruct and supervise poll clerks when marking the electoral register and issuing ballot papers
- Decisions on refusal to issue ballot paper to an elector if their photographic ID reasonable doubt as to whether the voter is the elector they claim to be or if it is reasonably suspected to be a forgery
- Be polite and professional when dealing with all visitors to the polling station and remaining impartial at all times
- Ask the prescribed questions of voters when necessary
- Deal with special voting procedures as required
- Monitor the activities of candidates and tellers outside the polling place
- Account for all ballot papers issued and unissued, completing all polling station paperwork throughout the day and once the poll has closed

#### **Required experience for job role:**

Senior Presiding Officer - Previous experience of working as a Presiding Officer, on at least two occasions is required, as this is a position that requires good knowledge of the voting system and procedures.

Presiding Officer - Previous experience of working as a Poll Clerk, on at least two occasions is required, as this is a position that requires good knowledge of the voting system and procedures.

#### **Duties of the Poll Clerk:**

Poll Clerks are responsible for checking the register, issuing ballot papers and ensuring that voters are able to cast their vote independently, in secret, and free from influence. Poll Clerks do not have the same responsibilities as the Presiding Officer, but should understand all procedures and how to deal with any problems.

#### **Duties include:**

- Required attendance of e-learning, and read the polling station handbook issued - **Failure to attend and successfully complete any training could lead to an appointment being revoked**
- Assist the Presiding Officer with the setup of the polling station (this will involve moving equipment (i.e. polling booths/tables))

- Maintain the secrecy of the ballot as outlined at appointment, complying with the Returning Officer's instructions, and ensuring voters can cast their vote in secret, free from influence
- Issue ballot papers to electors after you have asked them to confirm their name and address (required to ask even if they come in with a poll card), checking they are registered at the address, and checking that they present an approved form of photo ID
- Check and mark voters' elector numbers in the register of electors, marking that they have been issued a ballot paper
- Mark the register with a line between the number and their name to indicate that they have been issued with a ballot paper.
- Answer voters' questions, where appropriate, in a friendly and professional manner
- Help with any other polling station duties on the instruction of the Presiding Officer
- Pack up of equipment and stationery at the close of poll (10pm)

### **Required experience for job role:**

Poll Clerk - Previous experience of working as a Poll Clerk is not essential, as full training will be provided.

### **How to apply:**

To be added to our staffing database, email [elections.staff@sutton.gov.uk](mailto:elections.staff@sutton.gov.uk) providing the following information:

- Full name
- Home address
- Contact email address (must be unique to you as it will be your username on the staffing portal)
- Contact phone numbers

You will be added to our staffing database. When we recruit for election staff, we will send you an email inviting you to select what work you would like to be considered for.

Please note, being on our database does not guarantee employment. If you are not initially selected for work, you will be added to our reserve list and may be contacted if a job becomes available.