

Poll Clerk (PC)

What does a Poll Clerk have to do?

The role of polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

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

A PC will work for approximately 16 hours on election day between 6.15am and 10.30pm. Part-time roles are available:

AM 6.30am to 2:30pm (8 hours)

PM 2.15pm to 10:15pm

You will be required to provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness.

Polling station staff are not permitted to leave the premises during the hours of poll.

A PC is not permitted to have carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to this and to maintain the secrecy of the poll.

Do I need to do anything before polling day?

- Attend a training session (this may be online or in person)
- Get in touch with your Presiding Officer to confirm arrangements and receive any necessary instructions
- Polling stations are open from 7am until 10pm. On polling day, staff are required to arrive at their polling station by 6.30 am to set it up in time for opening and should not leave the premises during polling hours

How much will a PC earn for the day?

Please scan the QR code for more details.

What are the main responsibilities of the PC?

- Assist the Presiding Officer and follow any instructions given
- Ensure that all people who come to vote are treated impartially, with respect and in a helpful, polite and professional manner
- Maintain the secrecy of the ballot

What does a PC have to do on election day?

- Set up polling booths (this will require some lifting)
- Prepare the polling station for the opening of poll
- Keep the polling station neat and tidy
- Help electors to understand voter ID is required and advise on acceptable forms of ID
- Ask for and check voter ID before ballot papers are issued
- Enable electors to present their ID in private when requested
- Check and mark voters' electoral numbers in the register of electors and on the corresponding numbers lists
- Issue ballot papers to voters
- Ensure that voters cast their votes in secret and put them into the correct ballot box
- Provide assistance to voters where appropriate, including helping those that have a difficulty accessing the polling station and to cast their vote
- Undertake any other polling station duties on the instruction of the Presiding Officer
- At the close of poll, the PC is required to help the Presiding Officer to dismantle the polling station and ensure the building is returned to good order

What are the requirements for becoming a PC?

- Experience of working at a polling station is desirable
- Literate and numerate
- Good timekeeping
- Ability to carry out work as instructed, even under pressure
- Ability to treat people fairly and with respect at all times
- Ability to remain politically neutral
- Not connected to, nor will assist, any political party or candidate at the election
- Fit and capable of handling potentially heavy items of equipment

For more information please contact the Electoral Services team:

electoral.staffing@bristol.gov.uk

Link to website:

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