

Greater London Authority Elections – Thursday 6 May 2021

Job Descriptions

Polling Station Staff

- Hours are 6am to finish (approximately 11pm) on Thursday 6 May 2021
- There is a compulsory 1 to 1.5 hours training session for all polling staff
- Presiding Officers - training online
- Poll Clerks - training online
- PPE to be provided at all stations
- Health and Safety guidelines to be adhered to at all times.

Senior Presiding Officer

- 1 per polling station.
- Lead officer for entire polling place.
- Required to inspect polling place well in advance of polling day in order to complete risk assessment template and produce draft layout for polling station.
- Responsible for supervising the Poll Clerks and managing the poll.
- Has to collect the ballot box, ballot papers and stationery before polling day and return all stationery at close of poll.
- Experience as a Poll Clerk on at least 3 occasions.
- Payment will be £469.32 including transport of ballot boxes and use of mobile phone.

Presiding Officer

- Lead officer for polling station.
- Responsible for supervising the Poll Clerks and managing the poll.
- Has to collect the ballot box, ballot papers and stationery before polling day and return all stationery at close of poll.
- Experience as a Poll Clerk on at least 2 occasions.
- Payment will be £407.67 including transport of ballot boxes and use of mobile phone.

Poll Clerk

- Up to 3 per polling station.
- Responsible for the issuing of ballot papers to voters and marking electoral register.
- You may also be asked to act as a greeter to manage the flow of voters entering and leaving the polling station.
- Some previous electoral experience or customer service experience is helpful.
- Payment will be £263.64.

Postal Vote Staff

- Will be at least 10 postal vote opening sessions.
- Hours will be from 9.30am until finish – approximately 5pm (23 April – 6 May).
- Final sessions on polling day will finish around midnight.
- Those appointed would ideally be free to assist for the entire period to ensure consistency.
- Potential need for weekend sessions.
- You may be asked to undertake Periodic Lateral Flow Tests.

PV Openers

- Opening the postal vote envelopes and verifying the contents.
- Counting the postal vote statements.
- Counting the ballot papers.
- Must adhere to health and safety standards.
- Payment rate of £14.00 per hour

Ballot Box Reception

- To retrieve ballot boxes and assorted stationery at the close of poll - 10pm

Please note that you will only be eligible for this role if you are not working on a polling station.

Ballot Box Reception (Runner)

- To check-in and carry ballot boxes and other electoral equipment to their correct place
- Locate and organise necessary items in order to ensure all essential stationery returned from polling stations
- Payment will be £28.96 per hour

Please note: GLA ballot papers are counted electronically, as a result we will not be recruiting staff to hand count ballot papers on this occasion.