

Could You Be Our Next Poll Clerk?

An information guide for people interested in becoming a poll clerk.

Play a vital role in your community by helping deliver safe, fair and accessible elections.



Make a difference

Help voters and support your community



Develop new skills

Receive training and ongoing support



Be part of a team

Work together to help democracy happen



Help your community vote, be the difference.



Paid role



Full training provided



Supportive team environment



Make a real impact on election day

What Does a Poll Clerk Do?

You're an Important Member of the Team

Poll Clerks work alongside the Presiding Officer to ensure the polling station runs smoothly, safely and efficiently throughout polling day.

You will welcome voters, issue ballot papers, assist with paperwork and help maintain the integrity of the election process.

You are responsible for:



Complete online and attend in-person training sessions



Helping to set up the polling station before it opens, remaining on site throughout polling hours until it closes at 10:00 pm, and assisting with packing away all equipment before leaving.



Welcoming and assisting voters



Checking voter details, ID, marking the register and issuing ballot papers in sequence



Supporting voters who need assistance



Helping keep ballot papers secure

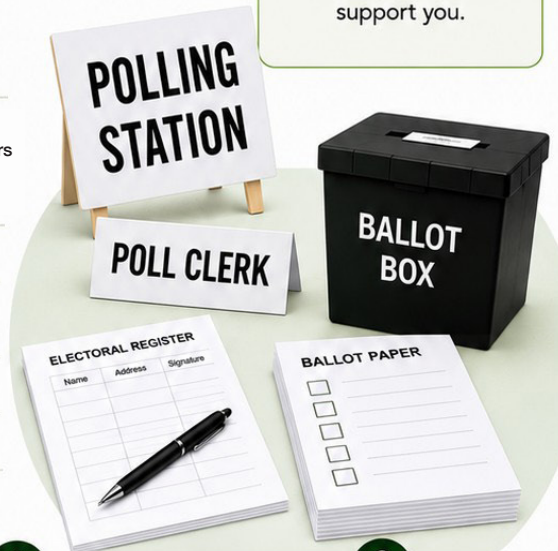


Assisting with the close of poll and packing away equipment

Remember:

You are never expected to know everything.

Full training is provided and your Presiding Officer and Electoral Services Team are always available to support you.



POLL
CLERK

Be part of a friendly team



Keep accurate records



Help deliver confident elections



Every election relies on dedicated local people like you.

Thank you for helping democracy happen.

Why Become a Poll Clerk?

Playing your part in elections is rewarding, worthwhile and makes a real difference.

Our elections rely on dedicated local people like you. As a Poll Clerk, you'll be at the heart of democracy in action.



Make a difference

Help ensure elections are fair, secure and accessible for everyone in your community.



Work as part of a team

You'll be working alongside friendly colleagues in a supportive environment.



Full training and support

We provide everything you need to feel confident in the role.



Flexible and varied work

Election work is on specific days, allowing you to fit it around other commitments.



Earn extra income

You'll receive payment for your time and contribution.



Gain valuable experience

Develop new skills, build confidence and enhance your CV.



Did you know?

Elections could not happen without Poll Clerks.

Your contribution helps protect democracy and strengthen your community.



Fixed hours on polling day

You'll know in advance when you are needed.



Work in your local area

Support your community close to where you live.



Feel valued and appreciated

Your commitment is essential and makes a lasting impact.



Be part of something important.

Help your community have a say.

What to Expect on Polling Day

Polling days are busy but rewarding. Here's what a typical day looks like.



6.00 – 6.15 am Arrive & set up

Arrive at the polling station.

Set up the station, check equipment and prepare everything ready to open.



7.00 am Polls open

Welcome voters, check details and ID, mark the register and issue ballot papers.



7.00 am – 10.00 pm Throughout the day

Assist voters, answer questions, issue ballot papers and help keep the polling station running smoothly and securely.



10.00 pm Polls close

When the poll closes, help follow procedures for counting and securing ballot papers and the close of poll. Pack away all election materials.



10.00 pm onwards End of the day

Pack away equipment and materials ready for return and make sure the polling station is left secure.



You don't need experience

Full training is provided and you'll have clear guidance every step of the way.



We'll give you the knowledge, support and confidence to carry out the role.



Key things to know



Work on election days

You'll be appointed for specific elections. We'll let you know in advance.



Payment

You'll receive payment for your time and contribution.



Security & integrity

You'll follow clear procedures to help keep elections fair, secure and confidential.



Expenses

Travel and subsistence expenses may be available in line with our policy.



Every election is a team effort. Your role helps ensure every vote counts.

Pay & Time Commitment

We value your time and commitment and offer competitive pay for your important role.



How you're paid

You'll be paid a flat rate for each election day, plus an additional payment if you're required to attend a training session.



Payment is made by bank transfer following the election.

Rates of Pay



Good to know

The rates below were for the County election in May 2026.

Role	Rate
Poll Clerk Fee (fee includes holiday pay)	£283.76
Training Fee	£22.00



Time commitment

Election days are long, but your role is essential to ensuring every vote counts.



You will be required for a full day, from arriving to set up in the morning through to closing and packing away in the evening.



Travel & subsistence

Travel and subsistence expenses incurred on election days may be reclaimed in line with our policy.

What to expect



1. Appointed

We'll confirm your appointment for the election you've registered to work.



2. Train

Complete online training and attend an in-person session before polling day.



3. Work

Support voters and follow clear procedures on election day.



4. Get paid

Receive payment by bank transfer after the election.



5. Keep in touch

We'll keep you informed about future elections and opportunities.



Your time makes a difference

Every election depends on dedicated people like you.
Thank you for helping deliver a fair and democratic process.



FAQ

Frequently Asked Questions

Here are some of the most common questions about working at a polling station.



If you have any other questions, please contact the Elections Team – we're here to help.



Do I need any previous experience?

No. Full training is provided and you will be supported by experienced colleagues on the day.



Is training compulsory?

Yes. You must complete our training (online and in person) before you can work at a polling station.



What time will I need to be there?

You will need to arrive at 6.00am–6.15am (your Presiding Officer will contact you to confirm) to set up the polling station which opens at 7.00am. The station closes at 10.00pm and you will stay to tidy and shut down the polling station.



What will I be expected to do?

When the polling station is open, you will be responsible for greeting voters and confirming their details to locate them on the electoral register, checking voter photo ID carefully and issuing ballot papers in sequence. You are expected to support accessibility needs and maintain the security and secrecy of the ballot.



Will I be handling ballot papers?

Poll Clerks handle ballot papers as part of the role, but they are never taken out of the polling station.



What about security and confidentiality?

All staff must follow strict procedures to protect the integrity of the vote and keep information secure. You will receive full guidance during training.



Can I claim travel expenses?

Yes. Travel expenses incurred on election days may be reclaimed in line with our policy.



Can I request which polling station I work at & can I work with a friend or relative?

You can request to work at a specific polling station and request to work with a friend or relative. We cannot make any guarantees but will always do our utmost to accommodate requests.



Do I need photographic ID to work?

No. You do not need ID to work at a polling station. (Photographic ID is only required for voting.)



Every election is different, but our team is with you every step of the way.
If you're unsure about anything, please contact the Elections Team.



elections@wealden.gov.uk



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Your role makes a difference

Every election depends on dedicated people like you.

By giving your time, you help ensure every vote counts and our democracy continues to thrive.

Thank you.

What you'll gain



Make a real difference

Be part of the team that upholds democracy in your community.



Develop new skills

Build confidence, communication and organisational skills.



Meet new people

Work as part of a team and connect with your community.



Flexible opportunity

Work on election days that fit around your other commitments.



Competitive pay

Receive a competitive rate of pay for your time and commitment.



Why your role matters

Poll Clerks play a vital part in delivering fair and transparent elections. You help ensure that voters have a positive experience and that the election process runs smoothly from start to finish.

What to wear



We ask for smart/casual clothes but please be comfortable as it is a long working day. Wear layers to allow for changing weather/temperatures. Most importantly, wear neutral colours (grey, black, white) and DO NOT wear any political party colours.

What to bring



Your polling station handbook



Your staff appointment form and claim form

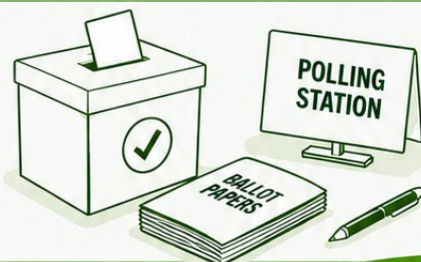


Breakfast, lunch, dinner and snacks, tea and coffee (if you drink them!). Check with your Presiding Officer what kitchen facilities are at the polling station so you bring suitable provisions. The polling station does not provide refreshments.

Ready to get involved?

We'd love to have you on our team.

Complete our [Online Application Form](#) and we'll be in touch about upcoming elections and training opportunities.



Thank you for considering a role with the Wealden Elections Team.

Together, we make democracy work.