

Role profile for a Polling Station Inspector

The Polling Station Team

The polling station team will be led by a Presiding Officer, who will be assisted by a minimum of one Poll Clerk (but generally more). The primary role of the team is to ensure that electors are able to cast their votes in secret, free from influence and in a calm atmosphere.

Polling stations are open to electors from 7.00am until 10.00pm, although staff are required to arrive by 6.15am in order to set up the equipment and prepare for the poll.

Each Polling Station Inspector (PSI) will work a minimum sixteen-hour day and will be required to waive their rights under the European Working Time directive. Breaks are not guaranteed, and staff are not permitted to leave their duties during the hours of poll, unless to take a cigarette break or check on external notices.

The Returning Officer is not permitted to employ anyone who is or has carried out duties on behalf of any political party, group or candidate at the election or has been found guilty of an electoral offence.

Purpose of the Role

The Polling Station Inspector (PSI) acts as the primary field-based support officer for polling stations on polling day. The PSI is responsible for ensuring polling stations are operating effectively, complying with electoral law and procedures, and providing practical support to Presiding Officers and Poll Clerks throughout the day.

The PSI serves as the first point of contact for operational issues and plays a vital role in maintaining the smooth running of polling stations.

Key Responsibilities

The Polling Station Inspector will:

- Ensure polling stations are correctly set up and operating efficiently throughout polling day.
- Visit assigned polling stations regularly to monitor standards and provide support.
- Provide advice and guidance to Presiding Officers and Poll Clerks.
- Respond to and resolve operational issues as they arise.
- Assist with the implementation of voter identification procedures and accessibility requirements.
- Deliver additional equipment, stationery, notices or supplies where required.
- Collect and return postal votes received at polling stations.
- Monitor polling station accessibility, health and safety and customer service standards.
- Escalate significant issues to Electoral Services as necessary.
- Support Presiding Officers with close of poll procedures and the completion of election documentation.

Duties

Before Polling Day

- Read and familiarise yourself with all election guidance, instructions and training materials.
- Attend all mandatory training sessions.
- Familiarise yourself with the Voter ID requirements and polling station accessibility provisions.
- Make contact with your allocated Presiding Officers and introduce yourself.
- Review your assigned polling stations and plan your route in advance.
- Familiarise yourself with local parking arrangements and access requirements.
- Confirm contact details for polling station staff and venue contacts.
- Collect your allocated stationery and equipment bag.
- Ensure you have all required paperwork, visit sheets and emergency contact details.

Polling Day

Polling Station Visits

- Visit each allocated polling station regularly throughout the day.
- Complete a Polling Station Visit Report for each visit.
- Ensure polling stations open promptly at 7:00am.
- Confirm that all statutory notices and signs are displayed correctly.
- Check that ballot boxes, booths and equipment are correctly assembled and positioned.
- Ensure all polling station staff understand their duties and procedures.
- Monitor the standard of customer service being provided to electors.

Electoral Procedures

- Ensure electoral registers and absent voting lists are being used correctly.
- Check that electors are being issued with the correct ballot papers.
- Support polling station staff in the application of Voter ID requirements.
- Where necessary, assist Presiding Officers in determining whether photographic identification is acceptable.
- Ensure corresponding number lists and polling station records are completed correctly.
- Monitor compliance with electoral law, guidance and Returning Officer instructions.

Operational Support

- Act as the first point of contact for polling station enquiries and issues.
- Troubleshoot and resolve problems relating to staffing, equipment, venue access or procedures.
- Deliver replacement stationery, notices and equipment when required.
- Assist polling station staff with any unexpected operational issues.
- Escalate significant matters to Electoral Services promptly.

Accessibility and Health & Safety

- Carry out health and safety inspections of polling stations.
- Ensure polling stations remain accessible throughout polling day.

- Check that ramps, signage and accessibility equipment are available and functioning correctly.
- Monitor voter flow and assist in managing queues where necessary.

Postal Votes

- Collect postal votes from polling stations during scheduled visits.
- Maintain secure handling procedures at all times.
- Return collected postal votes safely to the designated collection point or Elections Office.

Monitoring and Reporting

- Keep Electoral Services informed of any significant issues.
- Report incidents, complaints or breaches of procedure immediately.
- Monitor the activities of tellers and campaigners outside polling stations and report concerns where necessary.

Close of Poll

- Visit each allocated polling station during the final hour of polling.
- Monitor and record any queues present at 10:00pm.
- Ensure no ballot papers are issued after the statutory close of poll.
- Confirm that all eligible electors who were waiting in a queue at 10:00pm are able to vote.
- Support Presiding Officers with close of poll procedures.
- Check that ballot paper accounts and associated documentation have been completed correctly.
- Ensure ballot papers, paperwork and equipment are packaged in accordance with Returning Officer instructions.
- Supervise the dismantling of polling stations where required.
- Ensure polling places are left secure, tidy and in good order.
- Return collected postal votes and election materials to the designated location.
- Attend any post-poll briefing or debrief sessions as required.

Additional Info

Polling Station Inspectors will be supplied with an all-day parking permit, to only park in Council owned parking bays. A use of a vehicle will be required all day.

Person specification for a Polling Station Inspector

Essential	Desirable
A good understanding of the electoral process Experience in a range of elections – local government, UK Parliamentary and European Parliamentary Must have use of a vehicle for collection and delivery of equipment/stationery bag [Car Insurance is required for any car used by PSI in connection with election work and current proof of insurance and a valid MOT certificate must be provided on request]	To have worked as a Polling Station Inspector at another local authority To have worked as a Poll Clerk or Presiding Officer previously at another local authority or Enfield.
Skills/Personal Attributes	
Excellent communication skills The ability to explain procedures to a variety of people High level of personal presentation and professional manner A commitment to customer care Good administration skills and attention to detail A team player with a flexible attitude Calm under pressure Punctual and reliable Able to lift ballot boxes Able to lift polling booths	Experience of supervising staff Experience of problem solving or troubleshooting
Other	
Must not have worked in support of a political party, electoral group, candidate or agent at the election, whether paid or unpaid Be willing to attend training sessions as required Must not have been convicted of an offence under electoral law Acceptance and adherence to the Requirement of Secrecy Acceptance of waiving rights under the European Working Time directive for the period of employment	