



Argyll & Bute Council Election Staff

Job Description: Covid Marshall

The polling station team

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

Polling Stations are open from 7.00 a.m. until 10.00 p.m. On polling day, staff are required to arrive at the polling station sufficiently early, usually from 6am onwards, to set up the equipment in time for opening. In order to maintain the secrecy of the vote and safeguard the integrity of the process, staff must not leave the premises during polling hours.

Covid Marshall

As Covid Marshall you will assist the Presiding Officer with running the polling station safely in respect of Covid-19 to ensure a safe voting experience and working environment which complies with national restrictions and guidance on hygiene, social distancing and face coverings.

The Role

You will help to set up and maintain the polling station to ensure compliance with Covid regulations and safety guidance and plans. You will be responsible for greeting electors and visitors to the polling station, ensuring they sanitise their hands & wear a mask (unless exempt). You will ensure social distancing is observed, monitoring the number of electors in the polling station at any one time & managing the routes taken by electors in entering and exiting the station. You will ensure the polling booth and touch points are cleaned throughout the day.

The Role

To assist the Presiding Officer in carrying out the following:

- complying with any instructions from the Returning Officer;
- ensuring that all electors are treated impartially and with respect and
- maintaining the secrecy of the ballot

Duties

To assist the Presiding Officer in carrying out the following:

- complying with any instructions from the Returning Officer;
- ensuring that all electors are treated impartially and with respect and



- maintaining the secrecy of the ballot
- prepare the polling station for the opening of poll in compliance with Covid guidance and set up plans;
- deal with members of the public in a helpful, polite and professional manner.
- greet electors, and any approved visitors, ensuring they sanitise their hands and wear a face mask (if they are not exempt)
- manage the queue of electors arriving at the polling station, ensuring social distancing is observed throughout the day
- explain to electors, on arrival, of the exit arrangements and where the exit door is located to minimise contacts
- clean polling booth & touch points throughout the day, & replenish hand sanitisers
- assist in keeping the polling station neat and tidy and signage & guidance remains in place;
- any other polling station duties on the instruction of the Presiding Officer
- at the close of poll, help in the dismantling of the polling station and ensuring the building is returned to good order and that all PPE equipment is dismantled & packed for return to Election Office as directed.

Conduct

The Covid Marshall must act impartially at all times and be polite and professional in dealing with voters, candidates and agents, and others entitled to be present in the polling station

Skills/Experience/Knowledge

Covid Marshalls must have the following:

- good communication skills;
- a commitment to and understanding of the principles of customer care and equal opportunities in service delivery;
- ability to understand and work to written guidance notes.

The following knowledge and experience would be desirable:

- some knowledge of the election process and
- some experience of customer focused frontline service.

Training

Training will be provided and attendance is compulsory.

Payment and Tax

The fee for each election is set by the Returning Officer and will be subject to income tax at basic rate.



Other Information

You will be working a minimum 16 hour day, so you must 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 hours of poll.

Important Note

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election.

All staff who are appointed will be required to aid in maintaining the secrecy of the poll.

Immigration, Asylum and Nationality Act 2006

Under the terms of the Immigration, Asylum and Nationality Act 2006, only individuals who have a right to work in the United Kingdom are eligible for public appointments, including appointments made by the Returning Officer for elections. Staff who are offered an appointment will be asked to provide proof of eligibility.

Data Protection

The information which you provide will be processed by the Returning Officer, which is the 'data controller' for the purposes of Data Protection legislation and will only be used in relation to the proper management of the election process and in the administration of election staff. Information will be shared with our payroll service and, if you are required to work at any election, with HM Revenues & Customs for the purposes of payment and collection of taxes. We may also share your data in order to comply with our legal obligations to protect public funds.

You can find our full [Privacy Statement](#) on the Council Website.