

Job Description: Count Assistant

Main Purpose of Role

- To verify and count the ballot papers after the close of poll.

Main Duties

- Sort and count ballot papers quickly but accurately whilst under pressure and under close supervision by candidates and agents.
- Work as part of a team.
- Re-count ballot papers as required.
- Work subject to strict secrecy requirements.
- Assist with the clearing up after the count has finished.

Working Hours

- You must be available for the full day of the count.**

Person Specification

- Requires good numeric skills, along with visual accuracy and attention to detail.
- Ability to follow instructions accurately.
- Ability to handle and count large volumes of confidential papers.
- Ability to work unsociable hours.
- Ability to remain calm whilst working under pressure.
- Flexible approach to both duty and working hours – it is not possible to leave before the count has finished, so you must ensure that you allow for possible overrun.
- Ability to remain politically neutral.

Rate of Pay (subject to statutory deduction where applicable)

Description of duty	Gross Amount
Count Assistant	Day Rate (until 5pm) - £14.69 per hour After 5pm & Saturday Rate - £22.04 Sunday & Bank Holiday Rate - £29.38

Please note, due to changes in legislation – we are no longer able to pay mileage for count staff.