

## EFFECTIVE OFFICE MANAGEMENT IN SCHOOL

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Behind the accomplishments and success of every school or institutions are persons who secure effective and efficient office operations. Administrative officer performs essential role in assisting the administrator in performing the general administrative tasks, smooth school operation and effective administrative roles and managing functions.

A school administrator supervises diversity of tasks, procedures, and workflows. With school administrator's wide role in running the office, school, or institution, the aide of administrative officer is crucial and indispensable. There are multiple skills compelled to be effective administrative officer. Thus, this person must be organized, shows leadership, possess good customer relations, performs multi-taking, shows professionalism, and practices all aspects that involves effective management skills.

Efficacy and Effectiveness. When the school is properly managed, the office has control on the school activities, programs, and projects. Everything is coordinated with the teachers, staff, pupils, parents, and stakeholders. The resources are being use wisely and efficiently. Teachers and school staff are happy and contented. They are receiving the benefits they are expected to receive.

Planning and Implementation of Work. The PPA (Programs, Projects, and Activities) were properly executed, monitored, and evaluated. This also includes designing focused work environment. Key person's program, team, staff, and stakeholders are guided and coordinated in achieving PPA's goals. Plan of actions is

being carried and executed. Evaluation in every PPA should be done for improvement, productivity, and effectiveness.

Optimizing resources. School Manager together with Administrative Officer and Property Custodian assess what they have in the school. Fiscal resources, human resources, and material resources such as school furniture, equipment, technology, teaching materials, textbooks, manipulative objects, and any other materials currently owned by the school. All these should be optimized for efficiency and more effective management.

Staff in the office headed by school manager should be proficient in streamlined office management. Innovative ways in refining current trends and process in the office must be prioritized. Exploring different styles and ways of management are essential in achieving effective office management.

<https://www.wgu.edu/blog/what-office-management2009.html>

<https://www.smartrecruiters.com/ICanSchools/74593026-office-manager>

<https://files.eric.ed.gov/fulltext/ED607991.pdf>