

## OFFICE MANAGEMENT IN SCHOOL AND IT'S PURPOSE

by:

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Office management is the practice of planning, organizing, coordinating and managing office activities to achieve school goals and is concerned with the efficient and effective completion of office work. A school's success depends on the efficiency of its offices. Efficiency and effectiveness, the key words in management, can only be achieved through proper planning and management of activities, reduction of administrative expenses, and coordination of all administration activities.

Office management can be defined as the task of planning, coordinating, and motivating the efforts of others towards specific office / school goals. According to Leffingwell et al. 2020, office management as a function is the art and science of management that deals with the efficient execution of office work when and where work should be done. Office management is the operation and mastery of people, methods, machines and materials to achieve the best possible results. In other words, sacrifice the least effectiveness and cost to achieve the highest possible quality results in the shortest practical time and manner be accepted by top management (Wylie 2019) which means, an objective purpose must be well understood so that all efforts and activities can be directed towards its realization. The environment in which office work is performed is provided by management after rational planning. Environment means the environment in which the employees of an office work. This includes physical factors such as location, layout, lighting, temperature, ventilation and cleanliness. This definition also emphasizes personal growth in the office rather than the direction of things. Office managers must understand employee behavior and needs, and motivate employees to work by influencing and incentivizing them to achieve organizational goals. Office management

can be defined as the definite process of planning, organizing, staffing, directing, coordinating, and controlling an office to facilitate the achievement of organizational objectives thus, describes the administrative functions of the administration manager. Office management purpose includes: Achieving goals, optimal use of resources, smooth workflow, maintaining office efficiency, managing survival and growth, delivering innovation, retaining talent, instilling loyalty in office staff, delivering leadership, managing change and receiving public relations, social benefits, and facilitate the coordination and management of various offices.

*References:*

Office Management and It's Importance (yourarticlelibrary.com)