

RAPPORT FOR A SUCCESSFUL OFFICE OPERATIONS

by:

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Usually, office staff sees themselves as the lower ranks of employees in the school. Most of the respect was given to the principal and the teachers. There are times that the teachers and the higher admin positions demand loads of work from the clerks for reports and documents and from the accounting staff for benefits in terms of financial school support.

This must not be the normal case for non-teaching personnel. They are a vital part of the school organization. The clerks are the extension of the school head in accomplishing important reports and tasks. They are the ones responsible for reminding the school head of the schedule, appointments, and due dates. Without this type of service, the school head will go nuts on keeping track of the activities and due dates not to mention the reports that need to be submitted right away or in due time. The accounting unit on their end provides financial assistance to the employees of the school. If they are not to perform their tasks diligently the whole school will not be able to operate accordingly for tasks that need financial documentation. The fund of the school might be available but they can not be consumed or used if not for the work of the accounting staff.

The smooth operations of the school can be achieved if ever that the school works harmoniously with all members of the academe. One good suggestion is to regularly include the non-teaching staff in the faculty meeting. If the agenda requires their presence, they should be present and duly acknowledged. In the same light, the school head should make the non-teaching staff feel that they are valued and their efforts for the sake of the school are appreciated.

The school head has the responsibility to hold all of the staff – teaching and non-teaching staff, in one place and work as one. Rapport is the key to all of this. Should there be rapport with each and every one in the school, it follows that very good operations are performed and success is achieved. And if ever that harmony is established, the school will be able to receive awards and recognitions for a job very well done.

References:

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