

Grinding Behind the Scenes: The Importance of Administrative Work

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What does it look like to work inside the school's office? Have anyone ever tried to ask this question? In school, people always see the day-to-day life of being a teacher.

How about pondering the school functions of the support staff who prepares all necessary documents to function properly with transparency every school community? Who are they anyways? Are they really important?

In the study of Temples (2012), school does not function smoothly without the help of administrative staff. If the teachers are the breadth of the school, the administrative are the running veins that support the school system to fully run its course every day. Anyways, what is really the functions of being an administrative staff?

One would say that it would be an easy task. They are just grinding in a well-airconditioned room and their works are just seasonal. However, this is just a flipped of the story. They are really indeed working inside but their tasks are just no jokes at all.

Based on Karlsson (2016), administrative roles are the ones who help the school administrators in management and planning. They are the people who prepare the files needed for budgeting, planning, and organizing. Beyond these responsibilities, they are the ones who provided services to the requests of teachers, students, and the school's top-level management.

The projects and undertaking of schools probably would not be possible without the help of what is called the "back office" people. They are the ones who help to scrutinize if the school projects and activities are feasible to conduct. Aside from piling the bills and budgeting all the school expenses for its operations, administrative staff is the one who is consulted by the school leaders for certain school activities as they should be checked if the budget allotted can be used on the particular school programs.

According to the article of Harvard Business Review (n.d), administrative staff are necessary in all organizations. They are the ones who fuel the engine to make the institutions function. Cutting them from the system would probably mean failing to give excellent and quality services further stated in the Harvard Business Review.

In a day-to-day scenario, teachers are inside the classroom teaching their students. In the case of administrative staff, they are usually in front of the computer screen, ensuring that the numbers in spreadsheets are well-balanced. They prepare all the documents necessary based on the accounting procedures.

They check all the papers needed from inventory to purchase of new items or services acquired the school.

Furthermore, the eight-to-five o'clock work of an administrative personnel does not end there. Just like with the situations of teachers, they also take their work at home. They have to continue grinding at their home since balancing sheets require time and focus that eight hours of work is not sufficient to finish the task.

At school, teachers deal with their students as their clienteles. The administrative staff's clienteles are all the teachers, students, and other stakeholders. They are the ones who process all the requested documents needed. It takes time to prepare those requests particularly during the peak seasons of work. During the peak seasons, they are the ones who make transparency works in the school's system and liable to all the incoming and outgoing communication in the school since they are the frontliners when it comes to school management concerns. They help the top-level management by providing them the necessary files needed from time-to-time.

The most important part is that they are the ones who are with the school leaders during auditing and budget presentation. They have made sure that all of the school's bills are fully paid and at the end of the year, they have to balance the accounting sheets. To illustrate, even if there is only one centavo is missing, they should still need to figure it out and encode it from the system to make the school's account in balance.

Moreover, the stack of records must be kept and updated. With the help of administrative staff, these are all possible. The requests of students regarding their school forms, the office staff are the ones who process it in efficient manner. They also made sure that the school filing cabinets are safe from all the years of operations of the school. The day-today transactions must be fully recorded as it will be included in the school's report.

As everyone knows, the administrative staff are the ones who updated teaching personal information, answer their queries, process their request, and update them if they needed documents to submit. The inventory part is also part of their job. They help all the personnel to maintain in establishing a safe learning environment for the learners. They are the ones who check and provide repair and services to classrooms and school facilities. The papers needed to it will be prepared through their assistance.

The abovementioned roles and responsibilities are just some of the few tasks of an administrative staff. It is, therefore, important to recognize their contribution in all school's settings. As the students appreciate their teachers for teaching them well, all school personnel also appreciate all the non-teaching personnel as

they also provide services in making the school function very well. Lastly, teachers are busy providing quality instruction and education while the administrative staff are busy in delivering quality services to all school's stakeholders.

It is therefore, undeniable that nonteaching personnel particularly the ones who do the administrative tasks must also be appreciated in every school community.

References

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