

The Glimpse of the Work Life of Administrative Personnel

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When someone is working behind the scenes dealing with the daunting tasks of filing bulk of papers and making a report about it – probably that person is one of the administrative staff.

However, there is more behind the scenes of being an administrative staff. Many are just thinking that they are only sitting at their desk from 8:00 a.m.-5:00 p.m. and receive their salary from doing such. Little did anyone know, there are tasks that need to be performed as “back office” of the school.

What are their tasks anyways?

Here are some of the common tasks of being administrative staff by category.

Communication

In the office, communication is the key as it produces better understanding and working relationships (Campbell, 2022). Since communication is essential, this is one of the areas that the administrative staff is working on. They ensure that there is a smooth communication between all the departments and staff of the school.

Given the school settings, the administrative staff are the ones who communicate the needs of the school when it comes to budget and other services needed for the operations of the school. Hence, they are the ones who are in the front line in the school communication undertakings. They have to answer phone calls, respond to letters, send emails, compile incoming and outgoing communication transactions, provide explanation to queries, and relay message to top level management among others.

Onboarding and Hiring

The administrative personnel are the ones who handle the hiring procedures in terms of needing office or school’s staff. They ensure that the staff hired should possess the competencies required for certain positions based on the Civil Service mandates and eligibility standards. This is usually the job of HR manager of the school. They assisted the school leaders in choosing possible candidates for the vacant positions or promotions. The human resources department mostly the ones who handle such.

Based on Cable, Gino, & Staats (2013), their study cited that the roles of administrative personnel in hiring procedures are important because they are the ones who process the documents of newly hired personnel. They are the ones who provide the technical skills of the newly hired workers.

Putting it on the school's context, administrative staff are the ones who prepare the salary of school personnel. They process the request of teaching personnel in relations to their occupation. They have computed the day-to-day number of hours reporting duty of the teachers and all staff of the school. They made sure that every worker performs with utmost sense of professionalism and follows the code of ethics for being a government worker.

Bookkeeping, Scheduling, and Restoring

Piling of receipts and ensuring that all of these are fully recorded in the expenses of the school are one of the functions of being an administrative staff (Glassdoor Team, 2021). They are the ones who shall process the payment of the school to their suppliers monthly – from electricity, water bills, internet subscriptions, office supplies, school supplies, maintenance and repairs, and constructions expenses among others. These are all fully recorded in the school's account books.

Aside from it, the scheduling is also one of the tasks of administrative staff. They made sure that the provided schedule of the attached higher authorities is well planned and coordinated. They provided when will be the released of bonuses, salaries, and other payments. They ensure that the target deliverables of the school will be met based on the timeline given to top level managers or school leaders.

In addition, restoration of the school facilities are the ones included in their job. Although they will not be doing the menial jobs, but they have to ensure that there will be budget allocated to it every year. Thus, the budget required every year must be spent wisely and with transparent transactions.

Organization

According to Harvard Review (2019), organization is a primary factor in many administrative assistant's daily duties. They made sure that the stack of files and records are organized in logical ways. The office transaction will run smoothly if all the files are piled nicely and neatly. For example, if the students request for their school records, their pertinent papers shall be located immediately. The files must be arranged orderly for easy transactions. Likewise, in the case of teachers and other stakeholders who really need to access their information such as their school's records, TOR, and other related pertinent documents.

Another task of the administrative staff is the inventory of materials and supplies daily. They have to make sure that the school shall operate with available resources. The inventory of school facilities and resources should be updated regularly in order to assess the possible needs of the school in order to purchase

or address it immediately. They are the ones who provide reliable data when it comes to school operations and management.

There are a lot of works that administrative staff are doing. Imagine if the school does not have administrative personnel. It would probably be too hard to function without them. It is, therefore, better to compliment their contribution in making the school's operations possible. Just like the teachers, administrative workers are also important and significant in every school environment.

References

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