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Management of facilities and infrastructure in junior high school

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ABSTRACT

Regarding the implementation of school-based management, one of which is infrastructure management. This researcher took the title, namely, Management of Facilities and Infrastructure at SMP Muhammadiyah Jirak with the sub-focus is planning, procurement, utilization, maintenance, person in charge and elimination. In this study, researchers used a qualitative method with a qualitative naturalistic approach. The naturalistic approach shows that the implementation of this research is indeed natural, as it is and is not manipulated by circumstances and conditions. In the data collection method, the writer uses techniques such as observation, interview and documentation i. The results showed that the planning of infrastructure in SMP Muhammadiyah Jirak runs with good. In addition, the planning stage is also carried out from submitting needs, then analyzing. Procurement of infrastructure at SMP Muhammadiyah Jirak always tries to do with the planning that has been made. In terms of the provision of infrastructure, it has also been carried out in accordance with the plans that have been made. In terms of the provision of infrastructure, it is not carried out by one or two parties, but involves various elements to avoid misuse in the provision of educational facilities. Utilization of facilities and infrastructure at SMP Muhammadiyah Jirak is by having rules and schedules for the use of facilities and infrastructure. Maintenance and accountability for facilities and infrastructure at SMP Muhammadiyah Jirak are carried out by all residents, including officers, school principals, teachers, administrative staff and other students. The elimination of facilities and infrastructure at SMP Muhammadiyah Jirak is carried out by the school by selecting goods and after that it will be reported to the KPKNL and will be carried out a sale or auction.



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Introduction

One of the problems faced by the Indonesian people in education is the low quality of education at every level of the education unit, especially in primary and secondary education. Various efforts have been made to improve the quality of national education, among others: through training and improving teacher competence, procurement of textbooks, improving sapras and improving the quality of education management. However, various indicators of education quality have not shown significant improvement [1]. Education is the main factor that determines the quality of the nation. Suggests that education management means a systematic, systemic, and comprehensive cooperation process in realizing the goals of national education. [2]

Management is the science and art of regulating the process of using human resources and other sources effectively and efficiently to achieve certain goals.

The application of School Based Management gives authority to principals, teachers, students, parents, and the community to have more control in the education process and gives them the responsibility to make decisions about budgets, personnel, and the curriculum [3]. One of the applications of School Based Management is the Management of Facilities and Infrastructure.

Infrastructure management is the whole process of planning, procurement, utilization and supervision of facilities and infrastructure that are used so that the purpose of education in schools can be achieved with effective and efficient [4].

Management means of infrastructure are activities to organize, ranging from planning (analysis of needs), procurement, inventory, distribution, use, maintenance, extermination and accountability for goods moving and not moving, furniture school, the tools to learn and others [5]. [6] Defines the management of school facilities and infrastructure as the process of utilizing all educational facilities in schools effectively and efficiently in supporting the success of the learning process.

From the above definition, facilities and infrastructure are facilities used to support the learning process in schools, with the existence of these infrastructure, teachers can be more creative in developing teaching and learning processes and improving teacher performance in schools.

That the scope of management of educational facilities and infrastructure includes: planning for facilities and infrastructure needs, provision of facilities and infrastructure, inventory of facilities and infrastructure, storage of facilities and infrastructure, maintenance of facilities and infrastructure, removal of facilities and infrastructure, and supervision of facilities and infrastructure [7].

The application of school-based management has an effect on improving teacher performance. No wonder the Muhammadiyah Jirak Junior High School has several achievements obtained by students. Judging from the performance of the teacher who pays attention to his students, so that a goal is achieved. This foundation school located in Jirak Jaya District is superior to other schools. It can be seen from the teacher's performance, student achievement, and infrastructure. From the data obtained after making initial observations, researchers are interested in finding out how the management of facilities and infrastructure at SMP Muhammadiyah Jirak.

Method

Research is a way to find answers to questions or problem formulations using systematic and scientific procedures. In this study, researchers used qualitative methods with a naturalistic qualitative approach [8]. Qualitative research is a study of interpreting phenomena that occur and is carried out in various ways involving various existing methods [9]. The naturalistic approach shows that the implementation of this research does occur naturally, as it is and the circumstances and conditions are not manipulated. With this nature, direct involvement of researchers in the research location is required. Qualitative research produces descriptions / descriptions in the form of written or spoken words of the behavior of actors that can be observed in a social situation [10]. This study aims to determine how the management of facilities and infrastructure at SMP Muhammadiyah Jirak. Researchers only want to describe a phenomenon seen in the field. Therefore, researchers used qualitative methods with a naturalistic approach.

Results and Discussions

Educational facilities are tools or equipment used to support the educational process, particularly the teaching and learning process, for example buildings, classrooms, tables and chairs, and learning media. What is meant by infrastructure is a facility that supports the course of the educational process, for example gardens, school gardens, roads leading to schools. Infrastructure management is the whole process of planning, procurement, utilization and supervision of facilities and infrastructure that are used so that the purpose of education in schools can be achieved with effective and efficient [11]

Meanwhile, the scope of activities for management of facilities and infrastructure according to the Ministry of National Education (2013) includes: planning, procurement, use and utilization, recording or management and accountability and deletion.

Based on the results of observations, SMP Muhammadiyah Jirak was founded in 1978 in Jirak Jaya District, Musi Banyuasin Regency, South Sumatra Province. The location of this school is in Dusun 2 Jirak

Village, the area of land and buildings is $100 \times 80 \text{ m} = 8,000 \text{ m}^2$. building area is 544 m^2 . SMP Muhammadiyah is a school that has B accreditation. SMP Muhammadiyah Jirak implements various healthy living cultures. This school has a total of 20 teachers, 2 administrative staff, 1 school operator and 1 security officer.

Based on findings in the field, regarding facilities and infrastructure at SMP Muhammadiyah Jirak, that SMP Muhammadiyah Jirak has 20 groups. Consisting of classrooms, teachers' rooms, administration rooms, teachers' offices, teachers' bathrooms or toilets, student toilets, principal's room, library room, science lab, and places of worship.

Based on the minimum standard of facilities and infrastructure for junior high schools are: classrooms, library rooms, science lab, principal's room, teacher's room, administration room, counseling room, student council room, UKS room, circulation room, place of worship, toilet, warehouse, and a place to play or exercise.

Based on the results obtained, the planning of facilities and infrastructure at SMP Muhammadiyah Jirak begins with a meeting, and forms a committee involving the principal, treasurer, head of administration, and not forgetting to involve the field coordination at SMP Muhammadiyah Jirak. After conducting meetings and making committees, the team will plan with the capital plan for the school income and expenditure budget (RAPBS).

From the above statement, that the planning of facilities and infrastructure at SMP Muhammadiyah Jirak has carried out well and according to procedures, has involved parties who should take part in planning.

In analyzing the needs of facilities and infrastructure at SMP Muhammadiyah Jirak, adjusting the needs that have been planned with the existing budget. According to the researcher, needs analysis really needs to be done so that it is planned accordingly and will be effective and efficient.

Regarding the process of procuring facilities and infrastructure at SMP Muhammadiyah Jirak based on research results. The procurement process starts from planning, what has been planned and a list of needs, adjusted to the existing budget. Planning is the starting point in an activity program, so that the results obtained will be good according to existing planning. There are several ways of procuring facilities and infrastructure, namely: purchasing, self-production, receiving rental grants, borrowing, recycling, exchanging and reconditioning. Some of these methods are used by the Muhammadiyah Jirak Middle School. Such as the purchase of a computer, the joint production of ri, make learning biology hydroponic media, leasing or borrowing tents for certain events, damaged computer recycling, renovation of buildings. The provision of facilities and infrastructure is very necessary, especially when it comes to supporting the learning process. The needs for learning tools are needed considering the K13 curriculum is very necessary in terms of facilities and infrastructure. Moreover, especially teachers, cultural arts, sports, and science.

Utilization has rules of use, for example sporting equipment and arts, where its use is carried out during the course hours and extracurricular activities, while those who do not have rules for using projectors, teachers often use them firsthand, because they see only 2 projectors available at SMP Muhammadiyah Jirak.

Maintenance is an effort or activity process to maintain condition and usability. Maintenance of facilities and infrastructure at SMP Muhammadiyah Jirak is carried out by all school residents, including officers, school principals, teachers. Administration staff and students who are responsible for maintaining and maintaining existing facilities and infrastructure. The process of maintaining facilities and infrastructure, begins by listing the items in the school, then checking the condition of the goods, whether they are still fit for use or not.

Accountability in facilities and infrastructure is carried out by all school members. Especially in use. This responsibility is like a mandate, at SMP Muhammadiyah Jirak for the responsibility of learning tools carried out by the teacher in each subject area, the teacher checks all the items borrowed and returns them again.

The abolition at SMP Muhammadiyah Jirak was carried out in a condition that was no longer in use. The deletion at SMP Muhammadiyah Jirak was carried out by the school by selecting goods and after that it would be sold. The process of deletion at SMP Muhammadiyah Jirak was carried out by selecting items, the selection of items was carried out by the Sapras committee with the approval of the school principal and treasurer. The process of eliminating Sapras at SMP Muhammadiyah Jirak through a series of stages, namely the selection of goods and the sale of goods.

Conclusions

After analyzing and discussing the management of facilities and infrastructure at SMP Muhammadiyah Jirak, it can be concluded that: (1) Planning for facilities and infrastructure at SMP Muhammadiyah Jirak involves several parties who do understand the need for facilities and infrastructure. Planning for these facilities and infrastructure is carried out in advance, as well as the formation of a committee, after which analyzes the needs. (2) Procurement of facilities and infrastructure at SMP Muhammadiyah Jirak was carried out with a planned plan. The methods of procurement carried out by the SMP Muhammadiyah Jirak school are: purchasing, self-production, receiving grants, leasing, borrowing, recycling, exchanging and reconditioning. (3) Utilization of facilities and infrastructure at SMP Muhammadiyah Jirak is by having rules and schedules for the use of facilities and infrastructure. (4) Maintenance of facilities and infrastructure at SMP Muhammadiyah Jirak is carried out by all school members including officers, teachers, administrative staff, and students under the auspices of the school principal. The process of maintaining the facilities and infrastructure begins by listing the items in the school and checking the condition of whether they are still fit for use or not. (5) Responsibility for facilities and infrastructure at SMP Muhammadiyah Jirak is carried out by school residents, especially in the use of accountability for learning tools carried out by teachers in each subject area. (6) The elimination of facilities and infrastructure at SMP Muhammadiyah Jirak was carried out in conditions that were no longer in use. The process of eliminating facilities and infrastructure at SMP Muhammadiyah Jirak was carried out by selecting goods. The selection of goods is carried out by the facilities and infrastructure committee with the approval of the school principal and reported to the KPKNL and a sale or auction will be carried out.

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