

Improving the Quality of Education at SMP Negeri 5 Indralaya Utara Through Facility and Infrastructure Management

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ABSTRACT

The aim of this study was to identify the Management Facilities and Infrastructure in SMP Negeri 5 North Indralaya to Improve Quality P Education. This study employs qualitative methods. The principal, vice principal, professors, and students were the study subjects. Interviews, observation, and documentation are used as data gathering tools. The information was analyzed using reduction, percentage, and conclusion. According to the findings of the data analysis, the Implementation of Facilities and Infrastructure Management in Improving the Quality of Education at SMP Negeri 5 Indralaya Utara includes Planning Advice and Infrastructure, Organizing Facilities and Infrastructure, Implementing the Management of Facilities and Infrastructure and Controlling Facility.

Keywords: Management, Facilities and Infrastructure, Quality of Education

1. INTRODUCTION

Education is the spearhead for the progress of the nation. If the education of a nation is good, then it is good for the next generation, meanwhile, whether or not education in a nation is good or not can be seen from the implementation and orientation of the education system. The clearer the education, the more apparent a nation's growth and progress will be. The national education system is an integrated whole component of education designed to achieve national education goals. Education is the most important investment for the nation, especially for a developing nation. Development can only be done by humans who are prepared through education [1].

To carry out an education in an orderly, orderly and directed manner requires management. Management is the art of doing work through people. Based on the fact that management achieves organizational goals by managing other people [2]. Management or management is an integral component and cannot be separated from the overall educational process, without management it is impossible for educational goals to be realized optimally, effectively, and efficiently. This concept applies in all educational institutions or institutions that require effective and efficient management. The purpose of effective and efficient is to be effective and efficient, meaning that the goal is achieved by saving energy, time and costs.

A good educational process certainly requires adequate facilities and, either directly or indirectly, infrastructure or facilities. As for the facilities directly related to the educational process such as buildings, study rooms / classes, educational tools / media, tables, chairs and so on. Meanwhile, those that are not directly related are the yard, garden, park and road to school. School facilities and infrastructure must meet minimum standards, in this case, it can be seen from Permendiknas No.24 of 2007 article 1 that the standard of facilities and infrastructure for primary schools / madrasah ibtidaiyah (SD / MI), junior high schools / madrasah tsanawiyah (SMP / MTs), and high school / madrasah aliyah (SMA / MA) includes the minimum criteria for facilities and the minimum criteria for infrastructure.

Educational facilities are tools and equipment that are directly used in the teaching and learning process, such as buildings, classrooms, tables, chairs, and teaching media. Educational infrastructure is facilities that indirectly support the teaching process, such as yards, gardens, school gardens, and roads leading to schools [3]. If this infrastructure is used directly for the teaching and learning process such as a school garden to teach biology or a school yard to become a sports field, then this component changes position to become an educational facility. When infrastructure functions as a facility, it means that infrastructure becomes a basic component. However, if the infrastructure is

independent or separate, it means that its position is a support for the facilities.

Educational infrastructure is a very important factor in increasing the efficiency of learning and learning. According to Bafadal [4], management of educational facilities and infrastructure is defined as the process of cooperating in the effective and efficient utilization of all educational facilities and infrastructure. Educational infrastructure includes all basic equipment that indirectly supports the implementation of the educational process in schools, while educational facilities include all equipment, materials, and furniture used directly in the teaching and learning process. Bafadal [4] added that the purpose of infrastructure management is to provide professional services in the field of educational facilities and infrastructure in order to carry out the educational process effectively and efficiently.

This time, SMP Negeri 5 Indralaya North is concerned about the means of infrastructures in order to fulfill and improve the quality of infrastructure that aims to meet the infrastructure to increase the quality of education at SMP Negeri 5 Indralaya Utara, which refers to the Bafadal, as for the current real-world conditions of the existing infrastructure in SMP Negeri 5 Indralaya Utara, which are loaded with full ratios of infrastructure and facilities,

Based on the above-mentioned inventory of educational facilities and infrastructure at SMP Negeri 5 Indralaya Utara, it is known that the existing facilities and infrastructure are quite good, but the problem is that the maintenance and procurement of facilities and infrastructure are not optimal, particularly in the upkeep of educational facilities and infrastructure at this school. still not implemented according to standards, as should be done and the utilization has not been fully utilized by all parties who use the educational facilities and infrastructure.

The educational process does require facilities or equipment, but all facilities or equipment must be provided as needed. If the facility is already available, it must be utilized through an optimal process. In the education system, processes are as important as instrumental input and environmental input. Everything will be a determinant in achieving output and educational outcomes. In addition, to create quality, of course, many things must be fulfilled besides the infrastructure, but of course there are other components, talking about the quality of education is not as simple as what we say or what we often hear, of course we need to understand what quality is and how. how to make it [4]. So, that all facilities can be used optimally in the educational process, these facilities should be managed properly. Management activities include planning, procurement, supervision, storage, inventory, and deletion and arrangement activities. Good management of facilities and infrastructure is expected to create pleasant conditions for both teachers and students to be

at school. In addition, it is also hoped that the availability of learning tools or facilities that are adequate quantitatively, qualitatively, and relevant to needs and can be used optimally for the benefit of the education and learning process, both by teachers as teachers, and students as students [6]. The optimum form of facility and infrastructure management is carried out by hiring certified management personnel as well as understanding facility and infrastructure management, which is followed by an inventory of existing facilities and infrastructure as well as the use of facilities and infrastructure. The inventory is also equipped with a user list book for facilities and infrastructure, so that all existing facilities and infrastructure can be controlled in terms of their condition and existence. If there are several facilities and infrastructure that are no longer used, they should be eliminated [7].

SMP Negeri 5 Indralaya Utara is an educational institution that is consistently trying to shape students into knowledgeable, skilled, intelligent people who also have good character. Always foster the belief that wherever he is, Allah SWT is always omniscient in the deeds of His servants. Students are expected to be able to act in accordance with the norms and rules armed with obedience and devotion to Allah.

Etymologically, management comes from English, namely from the verb to manage which means to manage, organize, implement and manage [8]. In language, management refers to the process of overseeing, coordinating, executing, and directing operations within an agency or organization in order to accomplish goals. Management is the science and art of controlling the process of effectively and efficiently exploiting human resources and other sources to accomplish specific goals [9]. Administration is an activity to manage, organize, implement and administer a program in an institution so that it can function effectively and efficiently in accordance with goals.

Management is a set of management decisions and actions that evaluate a company's long-term performance [10]. According to Fred [11], management is the art and wisdom of formulating, executing, and assessing cross-functional decisions that enable an organization to achieve its objectives. Meanwhile, Hariadi [12] asserts that management is a systematic process designed by management to formulate strategies, execute strategies, and evaluate strategies in order to provide the best value for all customers and realize the organization's vision.

Educational facilities, such as houses, classrooms, desks, chairs, and teaching media, are tools and equipment that are directly used in the teaching and learning process. Educational infrastructure is made up of facilities that indirectly support the teaching process, such as yards, gardens, school gardens, and roads leading to schools [3]. If this infrastructure is used directly for teaching and learning, for example a school

garden to teach biology or a school yard to become a sports field, then this component changes position to become an educational facility. When infrastructure functions as a facility, it means that infrastructure becomes a basic component. However, if the infrastructure stands alone or separately, it means that its position is a support for the facilities. Facility and infrastructure management is an activity that regulates the preparation of all equipment / materials for the implementation of the educational process in schools. Management of facilities and Infrastructure is required to ensure the smooth operation of the teaching and learning processes [13]. Quality in education can be seen in terms of its relevance to the needs of society, whether or not a graduate can continue to the next level even to get a good job, as well as a person's ability to overcome life problems. The benefit of education for individuals, society, and the nation or state can be used to assess educational quality.

Specifically, there are those who look at the quality of education in terms of the height and breadth of knowledge that someone who is pursuing education wants to achieve. In the context of education, quality refers to educational processes and outcomes. In the education process, the quality of education is related to teaching materials, methodology, facilities and infrastructure, workforce, financing, environment and so on. However, in terms of educational outcomes, quality is related to the achievements of schools in a certain period of time which can be in the form of academic ability tests, general tests, report cards, national exams, and non-academic achievements in sports, arts, or skills [14].

2. METHODS

From a methodological perspective, this research is a type of qualitative research. What is meant by qualitative research is a series of activities or the process of capturing information from the normal conditions in the life of an object, connected with a problem, both from a theoretical and practical point of view [15].

The method of this research was descriptive. Descriptive research is research on current phenomena. The process carried out is collecting and compiling data, and analyzing and interpreting the data. In essence, qualitative descriptive research is a method of investigating the status of a group of humans or an object with the goal of producing a systematic, factual, and precise descriptive, picture, or painting of the facts or phenomena under investigation [16].

This approach views that reality is a dimension that is plural, intact and also changing. So, research develops during the process which makes it possible to change the concept according to the existing situation and conditions. Then this research will produce a description of the observed symptoms which do not have to be numbers.

3. RESULTS AND DISCUSSION

Management of educational facilities and infrastructure is the process of acquiring and supervising a particular educational goal. If there is no management, the procurement, use, and maintenance of educational facilities and infrastructure will be of little concern to educational institutions. So, the phenomenon that will be discussed is how to improve educational facility and infrastructure management, which is critical to improving school learning quality. Because of the important role of school facilities and infrastructure for the smooth teaching and learning process, efforts are needed towards the management, procurement, use and maintenance of school facilities and infrastructure as effectively and efficiently as possible.

According to the findings of a study on the Implementation of Facilities and Infrastructure Management in Improving the Quality of Education at SMP Negeri 5 Indralaya Utara:

a. Planning Advice and Infrastructure

Planning for facilities and infrastructure at SMP Negeri 5 Indralaya Utara is a step to determine the need for program facilities and infrastructure to be implemented based on the conditions of the facilities and infrastructure owned.

Planning for program facilities and infrastructure through a series of stages, namely coordination meetings, determining school programs, and determining educational facilities and infrastructure needs. Following a school coordination meeting, the next step in facility and infrastructure planning is determining the school program. Determination of the program at SMP Negeri 5 Indralaya Utara is carried out during a coordination meeting at the beginning of the semester. The school program determination is an agreement reached by all meeting participants for programs to be implemented in the context of improving the quality of education at SMP Negeri 5 Indralaya Utara.

The final step in planning program facilities and infrastructure is determining needs. Determining the need for program facilities and infrastructure at SMP Negeri 5 Indralaya Utara is a step toward determining the needs for facilities and infrastructure that support the agreed-upon school program's operation. Determination of the program facilities and infrastructure needs is carried out at the coordination meeting at the beginning of the semester. The process of determining program facilities and infrastructure needs is based on input from teachers, administrative staff, and mutual agreement at the initial semester meeting.

b. Organizing Facilities and Infrastructure

Organizing facilities and infrastructure is a task that categorizes the roles of each manager's role in the field of educational facilities and infrastructure. If the organization runs in accordance with the functions and tasks given, the organization in facilities and infrastructure will run smoothly and well. Organizing facilities and infrastructure includes setting up the organizational structure for managing facilities and infrastructure, division of work assignments / job descriptions, arranging tools and practical materials, and setting up practical activities.

The role of the manager in charge of infrastructure are administrative infrastructure, educational facilities plan, plan and manage the needs of tools and materials, proposed the need for tools and materials as educational facilities, reported the state of the school's facilities and infrastructure to the principal. The role of head of school is very important and big that guide and motivate subordinates. Support and positive attention given the head of school will greatly assist lab managers in carrying out their duties as possible and they also feel valued at work.

Organizing is a process of preparing an organizational structure and the availability of resources (manpower, finance, infrastructure and facilities) in the organization. There are two important aspects in organizing activities, namely the division of labor and the department. The task division in question is the modification of work responsibilities so that each officer in the organization is responsible for a limited set of activities. The outcome of the organizing work is the formation of an entity or organizational unit in which there are organizational instruments so that the tasks entrusted to supporters can be carried out.

c. Implementation of Facility and Infrastructure Management

SMP Negeri 5 Indralaya Utara provides household facilities and infrastructure to meet the needs of educational facilities and infrastructure so that teaching and learning activities can run smoothly. The procurement of facilities and infrastructure constitutes school autonomy with a separate budget that comes from the school budget from the government, BOS funds or donors. Infrastructure procurement process established by the head of the School in coordination with the treasurer then teachers (in charge of infrastructure) providing any goods as needed.

Maintenance of infrastructure at SMP Negeri 5 Indralaya Utara is the maintenance of existing infrastructure so that it can be used at any time in good condition. Maintenance of educational infrastructure at SMP Negeri 5 Indralaya Utara is carried out by checking periodically, repairs based on the condition of the building. Periodic checks of school infrastructure to prevent serious damage or unwanted accidents.

Furthermore, improvements based on building conditions were carried out to improve the quality and quality of buildings that were considered less than optimal in supporting teaching and learning activities.

Maintenance of facilities at SMP Negeri 5 Indralaya Utara is the maintenance of school facilities so that they can be used in teaching and learning activities in good condition. Maintenance of school facilities is the responsibility of each person in charge of the work space and in charge of the class. The maintenance of facilities at SMP Negeri 5 Indralaya Utara still requires a warehouse so that unused educational facilities can be safely maintained.

Maintenance is the process of guarding or preventing damage to an item so that it is always in good condition and ready to use. Continuous maintenance of all inventory items is sometimes considered a trivial matter, even though this maintenance is a work stage that is no less important with the other stages in the administration of facilities and infrastructure. Facilities and infrastructure that have been purchased at a high price, if not maintained, cannot be used. Maintenance starts from the user of the item, namely by being careful in using it. Special maintenance must be carried out by professional officers who have expertise in accordance with the type of goods in question.

Procurement is an activity that is carried out to provide all kinds of school education facilities and infrastructure based on the needs in order to achieve predetermined goals. In the context of schooling, procurement is all activities carried out by providing all the needs for goods or services based on the results of planning with the aim of supporting learning activities so that they run effectively and efficiently according to the desired goals.

The first operational function in the management of school education facilities and infrastructure is facility and infrastructure procurement. This function is basically a series of activities aimed at providing school education facilities and infrastructure in accordance with needs, both in terms of types and requirements, quantity, time and place, and accountable prices and sources.

Procurement of goods, either carried out by the school or outside the school, should be recorded in accordance with the circumstances and conditions. This is intended as an effort to check and control the entry / exit of school-owned goods or facilities and infrastructure. These notes are written in the format for the provision of educational facilities and infrastructure, and are provided in table form as a reference for schools in carrying out activities for the procurement of school facilities and infrastructure.

The removal of educational facilities and infrastructure at SMP Negeri 5 Indralaya Utara was

done in accordance with the condition of the items that were no longer in use, so that they did not take up too much space. The process of eliminating facilities and infrastructure at SMP Negeri 5 Indralaya Utara through a series of stages, namely the selection of goods, the sale of goods. The school is in charge of removing equipment and infrastructure. Selection of items for deletion at SMP Negeri 5 Indralaya Utara is the selection of items that are damaged and unused items for deletion. Selection of goods made by those responsible for infrastructure with the approval of the head of the School and treasurer.

To carry out something in an orderly, orderly and directed manner requires management. Management is the art of doing work through people. Based on the fact that management achieves organizational goals by managing other people (Fattah, 2010: 3). Management or management is an integral component and cannot be separated from the overall educational process, without management it is impossible for educational goals to be realized optimally, effectively, and efficiently. This concept applies in all educational institutions or institutions that require effective and efficient management.

d. Facility and infrastructure management (Controlling)

Control of facilities and infrastructure at SMP Negeri 5 Indralaya Utara is carried out by taking an inventory of educational facilities and infrastructure. The inventory of educational facilities and infrastructure at SMP Negeri 5 Indralaya Utara will be carried out in accordance with the Ministry of National Education's Directorate General of Quality Improvement of Teachers and Education Personnel in 2007, regarding the Management of School-Based School Education Facilities and Infrastructure.

The current stages are data collection on the facilities and infrastructure owned. The staff for the inventory of facilities and infrastructure, namely the teacher (the facilities and infrastructure section), with the condition of the school that has recently relocated buildings and is still in the process of restructuring. SMP Negeri 5 Indralaya Utara has facilities and infrastructure that are physically unique. The arrangement of classrooms and building materials is different from other schools in general.

4. CONCLUSION

From the results of data analysis, it can be concluded that the Implementation of Facilities and Infrastructure Management in Improving the Quality of Education at SMP Negeri 5 Indralaya Utara includes Planning Advice and Infrastructure, Organizing Facilities and Infrastructure, Implementing the Management of Facilities and Infrastructure, Controlling Facilities and Infrastructure. Constraints and solutions in implementing management of facilities and

infrastructure in improving the quality of education at SMP Negeri 5 Indralaya Utara. The problems in managing facilities and infrastructure at SMP Negeri 5 Indralaya Utara can be seen that: 1) the storage area requires funds for expansion and repair; 2) lack of administrative personnel, especially for the management of facilities and infrastructure, and 3) SMP Negeri 5 Indralaya Utara still has a shortage of administrative personnel.

ACKNOWLEDGMENT

Our deepest gratitude goes to Teachers in SMP Negeri 5 Indralaya Utara, Chancellor of Palembang PGRI University, Director of the Postgraduate Program of PGRI Palembang University and the Education Management Study Program of PGRI Palembang University, who have supported us in doing this extraordinary thing. This project is funded independently. We also want to thank our Education Management friends who helped us a lot in a short time frame to complete this project.

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