

**AN ANALYSIS OF THE UTILIZATION OF THE INFORMATION
COMMUNICATIONS TECHNOLOGY IN THE EFFEECTIVE
MANAGEMENT OF PUBLIC PRE-SCHOOLS RECORDS IN STAREHE
SUB-COUNTY, NAIROBI COUNTY.**

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ABSTRACT

Information and Communications Technology has the proven capacity of enhancing the effectiveness of management functions in an organization. Its use by head teachers of preschools in Kenya is still a new practice in most parts of the country. However, little research exists to demonstrate its effectiveness as a management tool in preschools in Kenya, and more specifically Starehe Sub County. The purpose of this study was to assess the Utilization of Information and Communications Technology in the effective Management of Public Preschools records in Starehe Sub-County, Nairobi County. The objectives guiding this study include: establishing the application of Information and Communications Technology in the effective management of pre-Schools records; determine the benefits derived from utilizing ICT in the effective management of the preschools records; determining the challenges posed by the incorporation of ICT in the management of preschools records. This study is supported by the Self Efficacy Theory. The study employed the mixed research design, since the research is descriptive in nature. The target population was 156 subjects made up of 39 head teachers and 117 preschool teachers drawn from 39 public preschools. The data collected was qualitative capturing aspects on application of ICT in the management of preschools, the benefits derived and challenges associated with such utilisation. Data collected was analysed for frequencies, means and percentages using the statistical package for social sciences (SPSS) version 21.0. The study revealed that the registers that were most frequently updated in order of frequency were learner admission registers, learner attendance registers and teachers disciplinary records. Computers were the main equipment used for record keeping, while printers were used for printing of reports/ records, or scanning. However, the use of computers, printers and photocopiers by the preschools was not as efficient and serviceable. The study also shows that the main challenges experienced by the preschools in the utilizing ICT equipment in the management of school records included: insufficient resources and training for the staff; limited finances to support ICT use in records management; absence of organizational plans for managing e-records; low awareness of the role of records management in supporting organizational efficiency and accountability; and poor security and confidentiality controls. The results were then presented in form of tables. Following these findings, the study recommended that the preschools' management in Starehe Sub County to consider: spreading the use of ICT in management of records in other functional areas such as teacher and other staff performance; organizing programs for training the operators of the ICT equipment in operations so as to enhance the efficiency of use of ICT in the management of preschool records; and mobilizing resources for the procurement of proper ICT equipment and for supporting the use of ICT in the management of records. The findings of this study would assist the Ministry of Education in reviewing and / or development of informed policies geared towards enhancing the effectiveness of ICT as a tool of management in preschools.