



Administrator's Office

The administrator's office is comfortable, quiet space for making phone calls, sending emails, holding meetings, managing budgets, keeping records and more. A spacious work area allows the administrator to work on their personal computer or laptop, and ample storage keeps records, books, notes or personal belongings organized and out of the way. A padded desk chair ensures all-day comfort and the additional guest seating and small conference table make it easy to hold meetings.

Requirements for a Great Administrator's Office

For **administrators**, the office should provide a wide desktop for computer work, and a cozy office chair to accommodate long hours of sitting. Additional seating and a conference table should be available, making impromptu or planned meetings easy. The administrator's office should be furnished in a way that meets the needs of its intended user. Products must be readily available and delivered on time. Installation should be quick and efficient.

For **visitors**, the administrator's office should offer a comfortable meeting place where they can collaborate with the administrator.

Administrator's Office Solutions from School Outfitters

School Outfitters' research and development team designed an office that's sure to keep school administrator's comfortable throughout their workday. We've selected furnishings that accommodate computer work, general desk work, as well as small meetings. A dedicated **individual work area**, **collaboration area** and **storage area** make creating a great administrator's office simple.

The **individual work area** provides administrators with comfortable seating and a spacious desk for computer work and phone calls.

- An **office desk** with a spacious tabletop makes it easy for administrators to work on a personal computer or laptop while spreading out records or files. A long edge allows this desk to function as a place for one-on-one meetings or interviews.
- A **padded office chair** treats the administrator to luxurious seating throughout the long workday. Adjustability functions ensure the user can work from whatever position is most comfortable to them, and rolling casters make it easy to move the chair around the room as needed.
- **Lockable storage pedestals** secure confidential files or personal items.
- A **credenza and hutch** offers additional shelving where the administrator can store record binders and books, or display diplomas and photographs.

A **collaboration area** gives the administrator everything they need to conduct small meetings or hold interviews in their office.

- A small **conference table** acts as workspace away from the office desk, allowing the administrator to easily share documents or a laptop screen with colleagues or visitors.
- Mobile **task chairs** can be rolled to and from the conference table as needed.
- A **dry-erase board** gives the administrator a convenient location to post reminders, communicate ideas or brainstorm ideas during a meeting.
- **Lockable filing cabinets** keep paperwork organized and secure when not in use.

The **storage area** allows administrators to keep books, files and personal belongings tidy and organized.

- **Open shelving** holds books, non-confidential records or personal items such as photographs, plants or knickknacks.
- A **wardrobe** with built-in coat rack gives the administrator a place to store a coat, umbrella, purse or briefcase, and any other items that they regularly take to and from the office.

Choosing your Administrator's Office Solution

School Outfitters makes it simple to outfit your school's administrator's office. Choose the option that best fits your budget and needs and get an itemized quote with just one click. Our helpful sales representatives are happy to answer any questions about our administrator's office solution and how you can put it to use in your school. Just give us a call at 1-800-260-2776.