

Kris Tallantyre



Practice Manager

Personal Profile

I have worked with children, young adults and families in both home and school settings.

I had a change of career for 8 years working with families in a photography business as Sales Manager. I now combine both roles in my position at ATtherapy.

I am a highly organised professional practice manager with excellent administrative skills and knowledge to ensure an effective and efficient running organisation of ATtherapy. I am able to work confidentially with professionalism.

Professional Qualifications

NNEB in Nursery Nursing - 1990-1992

Training Received

- LAMP Workshop
- Safeguarding children and vulnerable adults
- Makaton foundation workshop
- Grid 3 Expert day
- Talk Tools Level 1
- Liberator training day
- IT and software development

I have also received a variety of in-house training from the clinicians in the team, including formal courses, regular support and modelling/training on the job.

Work experience

February 2019 – present

Practice manager at ATtherapy. I am responsible for the daily running of the practice, staffing and scheduling appointments, processing payments alongside human resource requirements within the practice. My role also covers payroll and invoicing. I am clients, case managers and solicitors first point of call within the business in relation to all our client enquiries and referrals. I gain background information around new clients and organise the completion of the initial assessment process.

Oct 2016 – Feb 2019

Office Manager and Speech and Language Therapy Assistant at ATtherapy in a full-time position. I maintain the smooth and professional organisation of the office including:

- Maintaining office equipment, including cataloging, distribution, and record keeping
- Keeping inventory and order tools for office functionality
- Invoicing and record keeping of financial dues
- Assist clients via email, phone, and in person; responsible for signposting clients to appropriate support/clinician and answering all general questions
- Filing and data management

Additionally, I support the team in a speech and language assistant role. This involves working with a varied caseload of children and adults with a range of complex speech, language and communication needs. I work regularly with individuals in their home and school setting delivering the programme and aims set by our therapists. I am skilled in supporting individuals with complex behavioral difficulties and paramount to my role is an excellent working relationship with all clients and their families. I also support the AAC mentors in their delivery of support to our clients.

Nov 2005 – Oct 2016

Sales manager, Venture Photography

I started this position as a part time employee alongside my position caring for a 12-year-old child in a family setting. This then changed into a full-time position after 1 year. I worked in a studio alongside a small team in the sales department. I worked closely with families, delivering a high-quality service.

Sept 1992 – Sept 2006

Nanny / Teaching Assistant

I worked with numerous families over 14 years with age ranges from newborn babies to teenagers. This involved sole responsibility for the children in my care. Whilst in this position I also worked in two schools as a teaching assistant.

Additional Skills

I love the balance of my direct and indirect support at ATtherapy and feel that I can be a more effective office manager as I have in depth knowledge of many of the clients and the difficulties they face with communication challenges. I am able to use my experience and background in working with children to create motivating games and activities that inspire the people I work with to develop their skills and promote their communication and interaction.

