

Kris Tallantyre



Personal Profile

Office Manager and Speech and Language Therapy Assistant

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 office 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 and balance this role with clinical support to the team of speech and language therapists in delivering bespoke programmes of input to individuals on the caseload.

Professional Qualifications

1990-1992 - NNEB in Nursery Nursing

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

November 2016 – Present

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

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- 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 behavioural 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 – Nov 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](#)

Childminder/ Nanny / Teaching Assistant

I worked with numerous families over 14 years with age ranges from new born 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.

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