

# atticus education

Atticus Education is an inclusive employer, and the position is open to people from all backgrounds, and abilities commensurate with the job description.

- A mentor is available to the successful candidate for the next three to four months.
- Initial €30k to €35k per annum for the right candidate.
- Work will be based in Skibbereen, Co Cork
- Further information available here: [www.DavidPuttnam.com](http://www.DavidPuttnam.com)
- Please send a cv and a covering letter setting out experience and expectations.
- Please mention that you are coming through the Open Doors Initiative

That can either be emailed to [dp@enigma.co.uk](mailto:dp@enigma.co.uk) or mailed to:

The Riverhouse  
Old Court  
Skibbereen  
West Cork  
Ireland P81 HK77

## ***Position: Technical Trainee***

### ***Essential skills and interests required to take on the basic technical aspects of the role:***

- A good command of English is important
- Basic Computer Network skills (TCP/IP, LAN, Wireless, Security Best Practices)
- General IT knowledge and troubleshooting skills
  - **Computer skills** - Manage information technology, computer systems and personal devices
  - **Planning skills** - Plan, organize, control and evaluate IT and electronic data operations
  - **Communication skills** - Communicating job expectations and appraising their performance
  - **Organisational skills** - Design, develop, implement and coordinate systems, policies and procedures (including folder structures and file naming conventions to work across all operating system platforms)
  - **Security and Data Wrangling skills** - Ensure security of data, preserve assets, network access and backup systems, information security and control structures
  - **Problem-solving skills** - Identify problematic areas and implement strategic solutions in time, be proactive instead of reactive in problem solving.
  - **Analytical skills** - Audit systems and assess their outcomes
  - **Research and decision-making skills** - research and propose technology improvements, handle annual budget and ensure cost effectiveness
- Good knowledge of powerpoint, word and excel
- Good knowledge of Google Workspace, email architectures, and Outlook.

***Skills necessary to acquire/learn in the process of three or four months working closely with a mentor/teacher:***

- Video conferencing technologies like Cisco Webex, Zoom and Teams
- Cisco Collaboration infrastructure
- Basic Design skills
- Basic Video Editing and animation skills
- Basic database architecture and data handling skills
- Basic Programming skills with FileMaker Pro and Apple Script or Python
- Cloud computing, Linux and Server maintenance
- Home cinema technology maintenance

***Skills worth developing and improving upon in future:***

- Further learn programming skills with FileMaker Pro, HTML, CSS, JavaScript, SQL, Python and/or Apple Script technologies
- Keep up with Computer Networking skills
- Further develop Video Editing and Animation skills
- Basic Knowledge of IoT
- Cisco Collaboration infrastructure
- To work on design skills

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