



# APPLICATION PACK

<b>ROLE:</b>	Executive Principal
<b>START DATE:</b>	September 2024
<b>SALARY:</b>	£125, 000 (Negotiable for the right candidate)

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# MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role within Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of six (soon to be seven) schools serving the metropolitan borough of Warrington and the city of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable all to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.

The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In recent months schools in Omega Multi-Academy Trust have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in each of our school Ofsted Inspections
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two secondary schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully



A handwritten signature in black ink, appearing to read 'C Wilcocks', written in a cursive style.

Mr. C Wilcocks  
CEO  
Omega Multi-Academy Trust



I originally started working at Great Sankey High School and have been very lucky to be part of the journey from maintained school, to an academy to a multi-academy trust, which has offered me the opportunity to now be Finance Manager for Omega Multi-Academy Trust.

Omega Multi-Academy Trust has a friendly and welcoming atmosphere and it is a privilege to be a member of a team which has such strong core values, providing a safe and supportive learning environment for all staff and students. The positive interaction with colleagues contributes to a sense of belonging and a knowledge that together we can overcome any obstacle or challenge that we are faced with.

Alison Tomlinson  
Finance Manager

# JOB DESCRIPTION

<b>Job Title:</b>	Executive Principal
<b>Based at:</b>	Omega MAT Central Offices, Northwest
<b>Salary:</b>	£125,000 (Negotiable for the right candidate)
<b>Start date:</b>	September 2024
<b>Accountable to:</b>	Chief Executive Officer
<b>Closing Date:</b>	9am on 22/04/24
<b>Contract type:</b>	Permanent

## Purpose

The Executive Principal will be responsible for providing outstanding leadership to a designated number of schools and promoting our culture and ethos and realising the trustees' vision by ensuring the highest standards and expectations in teaching, learning, behaviour management and community engagement. The Executive Principal will also have a pivotal role in supporting the growth of the Trust, both in the establishment of additional hubs across the North West, but also in the development of school leadership within the Trust, securing the next generation of senior leaders within schools.

We are looking to appoint an Executive Principal with substantial experience as a secondary Headteacher/ Principal and a keen understanding of what it takes to lead multiple schools within a multi-academy trust.

This is an exciting post, and the successful candidate will initially provide leadership of designated schools within the trust, whilst simultaneously augmenting our capacity for school improvement across the entire Northwest region. You will report directly to and work closely with the Chief Executive Officer and Directors of Education, whilst still having the independence and agency to drive improvements across designated schools. Further specialised support in areas such as SEND, school improvement, finance, estates and HR is readily available from the Trust's Professional Services.

You will have the best interests of children at the heart of your decision-making, with a proven track record of significant improvements in all aspects of school leadership. You will have the ability to quickly build effective working relationships at all levels, with the professional credibility required to really drive forward sustainable school improvement at pace.

You will lead at an executive level to enhance the work of school leaders in promoting positive school culture, whilst raising outcomes for pupils. You will have the drive and determination to successfully collaborate in creating a culture of high expectations that raise standards. The Executive Principal will also secure the commitment of the wider community by developing and maintaining effective networks which will support their trust in achieving its ambition for growth. In time, with the shared interest in securing growth, the Executive Principal will be a leading figure in the day-to-day leadership of one of our regional hubs.

This exciting and rewarding role would be ideal for an experienced, credible and inspiring leader, who has a great track record and the drive and determination to lead improvements across our small but growing trust. In return, the Trust offers a range of staff benefits, including enrolment in the excellent Teachers' Pension Scheme, 24/7 access to an employee assistance programme and a range of family friendly policies, as well as regular, high quality professional development.

If you enjoy a challenge, are driven by moral purpose and want to make a significant difference to a large number of pupils then this is an opportunity that can't be missed. You'll be working with a team of likeminded headteachers and trust leaders that have great ambition for all of our schools. We offer high levels of support and high levels of challenge. You'll be rewarded with the opportunity to carve out impactful practices in a fast-paced environment.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Provide strategic and operational leadership to all designated schools, line-managing designated Headteachers/Principals and other school leaders.
- Drive trust-wide and targeted improvement priorities in the assigned schools, raising standards and outcomes for all pupils.
- Be accountable for standards of achievement, behaviour and inclusion across designated schools, reporting to Trustees and Local Governors regarding their performance, and accounting for the deployment of strategy to bring about the necessary improvement.
- Promote a shared culture across the Trust, embedding the vision of the Trust and ensuring this is understood by all stakeholders.
- Work collaboratively with a range of professionals, including the Trust's School Improvement and Executive Team, as well as with school leaders, school staff and outside agencies.
- Maintain a forensic understanding of your assigned schools, through effective self-evaluation and quality assurance.
- Ensure that systems and processes for school improvement are well considered, efficient and fit for purpose.

## LEADERSHIP AND MANAGEMENT

- As a member of the Executive Team, contribute to the setting and delivery of overall strategic aims and objectives for the Trust, in keeping with Trustee's vision.
- Provide individual leadership which will inspire, motivate, challenge and support all staff employed by the academy.
- As part of the Trust's Executive Team, contribute to the maintenance of the Strategic and Operational Risk Register for the Trust and designated schools, identifying key risks and driving strategic priorities to mitigate those risks.
- Ensure that designated schools are fully accountable to their stakeholders for all aspects of performance by establishing clear lines of accountability.
- Critically evaluate the performance of designated schools, supporting principals/headteachers and senior leaders in the development of improvement plans
- Review and monitor progress towards improvement objectives, providing necessary challenge to headteachers/principals and their senior leadership teams to ensure objectives are met within agreed timeframes.
- Line management of designated headteachers/principals and other senior leaders, providing effective support and challenge to help them secure best outcomes for pupils.
- Ensure the recruitment and retention of high-quality staff within the designated school, through effective recruitment, professional development and performance management.
- Build the capacity to develop and retain future leaders within Omega Multi-Academy Trust.
- Monitor staff wellbeing and workload and implement strategies to promote a healthy working environment.
- Establish clear and effective lines of communication with all stakeholders, both internal and external.
- Establish and maintain appropriate working relationships with Trustees and Local Governing Boards
- Present a coherent and accurate account of schools' performance to a range of stakeholders , including Trustees, Local Governing Boards and the Central Executive Team.
- Maintain effective relationships with colleagues to improve outcomes for all pupils, including developing positive relationships with other schools and Trusts.
- Take an active and direct role in the operational and strategic leadership of any school in the Trust should the need arise; as directed by the CEO.
- Work as part of the Executive Team and Omega Leadership Group in the development and implementation of Trust wide policies.
- As Omega Multi-Academy Trust grows, work with the Executive Team, Principals/Headteachers and other Senior leaders to develop system-wide leadership capacity at all levels through strategic deployment of new staffing structures, roles and responsibilities across designated schools and the region.

## **QUALITY OF EDUCATION**

- Ensure that high quality and effective teaching and learning is at the heart of all strategic planning and resource allocation within the designated schools.
- Ensure designated schools have an ambitious, broad and balanced curriculum, supporting in the development of the curriculum to ensure it meets the needs of all learners.
- Provide support and challenge to the Principals/Headteachers they oversee in securing ongoing improvements in their academies to maximise the outcomes of all students and have an unrelenting focus on continuous development of teaching, learning and assessment across the designated schools.
- Have ambitious expectations for all pupils, especially those from disadvantaged backgrounds and those with special educational needs and/or disabilities.
- Promote an inclusive culture that enables all pupils to access the curriculum and achieve their potential.
- Ensure reliable and consistent approaches are used to assess pupils' knowledge and understanding of the curriculum across multiple schools.
- Drive a consistent and continuous school and Trust-wide focus on student achievement using data and benchmarks to monitor progress in every student's learning.
- Ensure that outcomes for pupils are appropriately prioritised and that outcomes for all groups of pupils, are consistently strong, or show strong evidence of improvement.
- Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils. Facilitate networking opportunities to support continuous professional development of staff across designated schools and more widely, across the trust.
- Establish and develop strategic partnerships across the region to support improvements in the quality of education and to maximise the potential for growth.

## **BEHAVIOUR, ATTENDANCE AND SAFEGUARDING**

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding.
- Actively monitor and evaluate safeguarding practices, working closely with the Director of Safeguarding to provide assurance that safeguarding practices are effective.
- Ensure effective behaviour management strategies are in place within designated schools and that these lead to good behaviour, taking decisive action where standards are below expectation.
- Monitor standards of behaviour and engagement in designated schools, reviewing internal behaviour data to spot and identify trends, providing support/challenge to headteachers/principals and/or senior leaders to secure any necessary improvement.
- Monitor student attendance and absence in designated schools, reviewing attendance/absence data to spot and identify trends, providing support/challenge to headteachers/principals and/or senior leaders to secure any necessary improvement.

## **FINANCIAL AND OPERATIONAL MANAGEMENT**

- Support the Chief Finance and Operations Officer/Finance Manager in the presentation of budgets for approval, providing support/challenge Headteachers/Principals and School Business Managers within designated schools.
- Apply sound financial benchmarks and key principles of curriculum-led financial planning when supporting designated schools in preparing their budgets
- Ensure all financial regulations and audit requirements are fully complied with within designated schools, and in line with Trust policies.
- Quality assure the allocation of financial resources within designated schools, ensuring value for money principles are adhered to, as a key guardian of public money.
- Ensure that the resources of the designated schools are managed effectively and efficiently to support the highest level of aspiration and achievement for the pupils.
- Ensure propriety and regularity in the management of public funds and in the operations of designated schools, working within the financial scheme of delegation.
- Ensure that the buildings and facilities within designated schools meet the needs of pupils and staff and are compliant with health and safety legislations.

## **BUILDING PARTNERSHIPS**

- Build a strong collaborative learning culture within their designated schools and actively engage with the other schools within the Trust to build an effective learning community and maximise the beneficial effects of shared facilities, resources and staff.
- Ensure excellent communication between staff, students, parents, the Local Governing Boards and the Omega MAT Board of Trustees.
- Ensure external relationships with the DfE, ESFA, Ofsted and other regulatory agencies are well managed.
- Provide visible leadership at Trust level and within designated schools as appropriate.
- Actively seek-out growth potential on behalf of the Trust, fostering strong and supportive relationships with other schools and trusts, built upon the premise of professional generosity, in keeping with Omega Multi-Academy trust's civic purpose and for the betterment of educational standards in the region.
- Actively engage with relevant businesses, community and public bodies to the benefit of pupils.
- Collaborate with other agencies in providing academic, spiritual, moral, emotional and cultural wellbeing for all students and their families.
- Act at all times as an ambassador for the Omega Multi-Academy Trust and uphold the Trust's vision and values.

## **SCHOOL IMPROVEMENT SERVICE**

- Work within the trust Executive Team as a key member of the School Improvement Service for the Trust.
- Contribute to the development of Trust structures to maximise the trust's capacity to support school improvement activity across the Trust
- Use the Trust structure to maximise and deploy both resources and expertise to raise achievement across the schools
- Work with the wider School Improvement Service to monitor, evaluate and review practice across the Trust and promote improvement strategies.
- Retain a robust resolve to challenge and tackle under-performance at all levels.

## **GENERAL RESPONSIBILITIES**

- Uphold professional standards for the role, and follow all school and Trust policies and procedures.
- Keep up to date with relevant statutory, legislative and good practice requirements including safeguarding and ensure they are positively applied throughout the academies through training, information and monitoring.
- Work with the Trust and its governance structure to enable it to meet all statutory responsibilities.
- Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
- Regularly review their own practice, set own targets and take responsibility for their own development.
- Participate in performance management and take part in appropriate training and development activities.
- Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
- Ensure that the structures and ways of working within designated schools support the vision and the ethos of Omega Multi-Academy trust, including the proactive promotion of equality of opportunity, diversity and inclusion.
- Undertake other reasonable duties as requested, in accordance with the level of the role and the changing needs of the organisation.

This post is subject to Disclosure and Barring Checks. The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, Omega Multi-Academy Trust will expect to revise this job description from time to time and will consult the postholder at the appropriate time.



In my role as IT Manager at Omega Multi-Academy Trust, I oversee all of the IT services for all schools. I am in a privileged position to be involved with a lot of colleagues across the trust including Class Teachers, Heads of Year and Directors, as well as students. My role is challenging at times but incredibly rewarding. I've worked in IT in education for over 10 years as there are very few sectors that give you this level of reward and visibility of your actions. During my time here at the Omega Multi-Academy Trust, I have always felt valued and believe my voice has always been heard.

David Lomas  
IT Manager

# PERSON SPECIFICATION

## Job Title: Executive Principal

You should be able to demonstrate that you meet the following criteria which are all essential:

Measured by:  
 A=Application Form  
 T=Test/Exercise  
 P=Presentation  
 I=Interview  
 R=Reference

E= Essential D=Desirable

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded. The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.

QUALIFICATIONS		
E	QTS	A
E	A 2:1 or above degree in their subject area or a related subject	A
E	Full UK Driving Licence	A
E	Evidence of recent and relevant CPD.	A
D	Relevant management development training (for example educational leadership such as the NPQH or a similar qualification)	A
D	A postgraduate qualification, e.g. a master's degree	A
GENERAL REQUIREMENTS		
E	Commitment to the Trust's ethos and values	A/I
E	Commitment to providing a responsive and supportive service	A/I
SAFEGUARDING		
E	Demonstrate a commitment to safeguarding children and ensuring the welfare of children	A/I/R
E	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour	A/I
E	A working knowledge of Safer Recruitment practices	A/I/R
E	Evidence of professional expertise in managing safeguarding incidents and experience in providing support regarding safeguarding to staff	A/I/R
E	Satisfactory Enhanced DBS check	A/I

## EXPERIENCE, KNOWLEDGE & SKILLS

E	Line management experience, including effective delegation and coaching/developing others, and building and leading effective teams, including experience of managing staff performance, attendance and conduct issues	A/I
E	Experience of working across more than one school and/or providing school improvement support to schools other than your own	A/I
E	Experience of successful system leadership, such as school to school support, executive leadership	A/I
E	Strong track record of senior leadership across a range of disciplines, including Behaviour, Curriculum, Safeguarding Personal Development and/or Student Achievement	A/I
E	Proven track record of successful change management in an educational setting and significant school improvement initiatives	A/I
E	Experience of financial management in a school setting, including budgeting experience, with a track record of making sound financial decisions	A/I
E	Excellent operational management skills (including evidence of monitoring and self-evaluation strategies to set and maintain the highest standards of the quality of: teaching and learning, student outcomes and quality of provision and efficiency, as attested by Ofsted or equivalent)	A/I
E	Demonstrable experience of working effectively with governors / trustees	A/I
E	Experience of successfully developing effective professional networks	A/I
D	Experience as an Ofsted Inspector	A/I
	High expectations of self and others, including the ability to demonstrate exceptionally high expectations for all pupils, both personally and academically	A/I
E	Thorough knowledge and understanding of national education priorities/developments	A/I
E	Knowledge and experience of the Ofsted Inspection framework	A/I
E	Strong understanding of effective curriculum development	A/I
E	Understanding of high quality teaching based on evidence, and the ability to model this for others in order to drive improvement in teaching and learning	A/I
E	Ability to utilise and analyse a broad range of data and information to monitor and evaluate performance in a range of areas, to inform planning and to help improve outcomes for students and to inform strategy and whole school improvement	A/I

## EXPERIENCE, KNOWLEDGE & SKILLS (CONTINUED)

E	Ability to build strong relationships and communicate effectively to a range of stakeholders, including pupils, staff, parents, governors and others	A/I
E	Ability to challenge and give views and feedback in a constructive manner, in order to effect positive change and outcomes and hold others to account	A/I
E	Evidence of taking initiative, being creative and solving problems	A/I
E	A thorough understanding of how to develop future senior leaders and Headteachers/Principals	A/I
E	The ability to delegate to others and to make secure judgements about the ability of others to lead	A/I
E	Ability to build a strong organisational culture and community with both staff and pupils	A/I
E	Ability to use a range of ICT systems, including confidence in using standard computer packages (e.g. Microsoft suite, Google) and school-specific software	A/I
E	Substantial experience as a Headteacher/Principal, preferably in a secondary school	A/I
E	Substantial experience of working in challenging schools, driving improvement and raising attainment	A/I
E	Extensive experience of school improvement, including involvement in school self-evaluation and development planning	A/I
E	Strong-track record in improving outcomes for vulnerable pupils and those with additional needs	A/I
E	Experience of engaging staff, parents and other key stakeholders in order to build, communicate and implement a shared vision	A/I
E	Experience of developing and implementing systems and policies across a whole school/Trust setting	A/I

## PERSONAL & PROFESSIONAL ATTRIBUTES

E	Exceptional personal and professional integrity and credibility	A/I
E	Resilience and the ability to manage in high pressure environments	A/I
E	Confidence in dealing with challenging conversations	A/I
E	Consistent adherence to policies and procedure	A/I
E	Excellent personal organisation and a track record of timely delivery of tasks and projects, with a solution-focused approach to problems and competing priorities.	A/I
E	Reflective practitioner with the capacity to challenge and address areas for personal development.	A/I
E	Ability to work both independently and collaboratively.	A/I
E	A commitment to aspirational outcomes for all pupils, especially those from disadvantaged backgrounds and those with Special Educational Needs and/or Disabilities	A/I
E	A commitment to equality and diversity	A/I
E	Professional curiosity, with an awareness of current and potential developments within the sector and a desire to develop yourself and others.	A/I

# THE SELECTION PROCESS

## HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy Trust then please follow below information:

- Download the Omega Multi-Academy Trust Application Form and Equal Opportunities Form found at [www.omegamat.co.uk](http://www.omegamat.co.uk)
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Omega Multi-Academy Trust. CVs cannot be accepted.
- Email completed application forms to [recruitment@omegamat.co.uk](mailto:recruitment@omegamat.co.uk) by **9:00am on Monday 22nd April 2023**

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.



Since joining Omega Multi-Academy Trust I have had the opportunity to expand my role from Safeguarding Administration Officer at a single academy to Safeguarding and HR Administration Officer for the whole trust. During my career within Omega Multi-Academy, I have been offered a variety of training opportunities to develop my professional progression, which I have embraced. I have always felt extremely supported by management and my colleagues, especially when I have encountered challenging personal experiences. I have always been treated with sensitivity and empathy in these situations, which I have appreciated greatly. I feel incredibly lucky to work in such a dynamic environment, that encourages me to grow and challenge myself, and makes me feel that all my contributions are appreciated.

Maria Hartless

Safeguarding & People Services Administration Officer

# STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK

# STAFF WELLBEING & BENEFITS



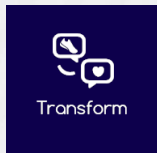
Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



Video or phone consultation with a GP at a time that suits you.



Legal, money advice and personal support and guidance.



Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



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